

Causeway Coast and Glens Borough Council

Corporate Policy & Resources Committee Tuesday 17th November 2015

Table of Key Recommendations

No	Item	Recommendation
2.	Declaration of Interests	<i>Alderman S McKillop</i>
3.	Chairman's Remarks	<i>Condolences books situated throughout Borough</i>
4.	Minutes of meeting held 20 th October 2015	<i>Confirmed</i>
5.	Proposed Severance Cap	<i>Noted</i>
6.	Members' Allowances	<i>Update Scheme</i>
7.	Community Planning	<i>Arrange Workshop for January 2016</i>
8.	Standing Orders	<i>Sub Committee to amend with changes and omissions and bring back to next Committee Meeting Tracked changes document to be issued electronically</i>
9.	Receiving Deputations at Council and Committee Meetings	<i>Approve option 2</i>
10.	Recognition Programme – Anniversary of the Somme	<i>Set up Working Group consisting of 6 members using D'Hondt and to report back to CP&R</i>
11.	Developing a Programme for Local Government	<i>Party Groups to forward views to the Head of Democratic Services</i>
12.	NILGA Working Groups and Associated Member Networks	<i>2 members be nominated using D'Hondt rolling method</i>
13.	Portballintrae Land and Property issues	<i>Approve 14th December 2015</i>
14.	Lands at Dungiven Castle	<i>Approve in principle</i>
15.	Annual Land Lettings	<i>Approve, lettings to be administered in-house</i>

16.	Causeway Street Portrush	<i>Approve in principle</i>
17.	Actual Penny Product Forecast	<i>Noted</i>
18.	Estimated Penny Product Forecast	<i>Noted</i>
19.	Financial Operations and Payments – Rates Support Grant	<i>Noted</i>
20.	Notice of Motion submitted by Councillor Duddy (deferred from Council Meeting 27 th October 2015)	<i>Approve</i>
21.	Notice of Motion submitted by Alderman Finlay (deferred from Council Meeting 27 th October 2015)	<i>Approve</i>
22.	Notice of Motion submitted by Councillor Callan (deferred from Council Meeting 27 th October 2015)	<i>Celebratory Event for Northern Ireland and Republic Ireland</i>
23.	Notice of Motion submitted by Councillor Watton (deferred from Council Meeting 27 th October 2015)	<i>Lost</i>
24.	Land Purchase Adjacent to Carneaty Civic Amenity Site, Ballycastle	<i>Approve</i>
25.	Correspondence 24.1 Annual General Meeting – National Association of Councillors	<i>Noted</i>
26.	Consultations 25.1 The NI Local Government Code of Conduct for Councillors	<i>Noted</i>
27.	Matters for Reporting to Partnership Panel	<i>None</i>
28.	Any Other Relevant Business 28.1 University of Ulster 28.2 Corn Field project 28.3 Condolences	<i>Working Group to be set up with Ulster University Congratulation to PR Department Members to be notified</i>
29.	Date of Next Meeting	<i>Tuesday 8th December 2015</i>

Corporate Policy & Resources Committee

Minutes of the Meeting of the Corporate Policy & Resources Committee, held in the Council Chamber, Civic Headquarters, Coleraine on Tuesday 17th November 2015 at 7.00pm.

In the Chair: Alderman Hillis

Members present: Alderman Campbell, Hickey S McKillop; Councillors Beattie, Blair, Callan, Chivers, Duddy, Knight-McQuillan, McCandless, McCorkell, McGuigan, McShane C, Quigley, Wilson

In attendance: M Quinn, Director of Performance
R Baker, Director of Leisure and Development
A McPeake, Director of Environmental Services
D Wright, Chief Finance Officer
E Beattie, Head of Policy and Community Planning
E Johnston, Head of Democratic and Customer Services
D Bader, Committee and Member Services Officer

Also in attendance: Alderman Finlay
Councillor Clarke
Councillor Watton

Press
Public

1. Apologies

There were no apologies recorded.

2. Declarations of Interest

Alderman S McKillop declared an interest in Item 16 land purchase adjacent to Carneaty Civic Amenity Site – as she had supported a constituent regarding the sale of the land.

3. Chairmans Remarks

The Chairman requested that a minutes silence be observed for the 129 people who lost their lives and the 100 plus people who had been injured in the terrorist attack in Paris on Friday 13th November. Thoughts and prayers were offered to the families and friends.

Four Books of condolences were to be placed throughout the Borough.

4. Minutes of the Meeting held on 20th October 2015

The minutes of the meeting held on 20th October 2015 and ratified by Council on 27th October, were confirmed as a correct record.

5. Proposed Severance Cap

The Chief Finance Officer presented the report as undernoted:

Causeway Coast and Glens Borough Council has established a voluntary severance scheme to assist with the extensive restructuring occurring as a result of the review of local government and subsequent formation of our new Council.

This scheme has worked very well to date and a number of staff have already utilized it to their's and the organisation's benefit. We have however recently become aware of the Westminster government's plans to implement a public sector severance package cap in their efforts to reduce public spending. The details of this cap were circulated to Council during August for a very short consultation period and the bill containing the relevant legislation has already begun its journey through Parliament.

The proposal is to cap the value of any severance or exit package at £95,000 this figure to include all aspects of the package including any pension arrangements and it is this latter detail which could cause local government the most difficulty.

An Appendix to this report was previously circulated at the request of members and senior officers providing a number of worked examples illustrating the impact of the proposed cap on our severance scheme and more importantly on the staff involved.

There are three categories of staff relative to this proposal:

- Those aged under 55***
- Those aged between 55 and 59***
- Those aged 60 and over***

For those under 55 the cap may have some effect but only in cases where staff are higher paid with longer periods of continuous service mainly due to the fact that there are no pension implications.

For those aged over 60 there may be some impact due to the effect of the pension scheme but this is limited to mostly cases where option 2 is being considered.

It is the middle group where the cost of the pension scheme is greatest and in this group there are very few cases where the cap will not have an impact, even for staff who are on the lower end of the pay scales

It is very clear that this proposed cap will be extremely detrimental to the effectiveness of the voluntary severance scheme and Council must be very aware of its impact and the timing of when it comes into effect.

The Chief Finance Officer informed Members that the Public Sector Severance Package Cap was currently proceeding through Westminster and would then proceed through Stormont and that it could possibly take effect from 1st April 2016.

6. Members' Allowances

The Chief Finance Officer presented the report, summarised as undernoted:

Causeway Coast and Glens Borough Council has established a scheme of allowances payable to Members for the current period. The scheme provides for the payment of allowances to Councillors on the basis that:

- 1 The maximum level of basic allowance as determined by the Department of the Environment (DoE) is paid***
- 2 The maximum level of carers allowances as determined by the DoE are paid***
- 3 The maximum level of mileage rates as determined by the DoE are paid***
- 4 Councillors' payments are made on the third last banking day of each month***

The Department of the Environment (DoE) has issued under Circular 29/2015 (previously circulated) updated and consolidated guidance on the levels of allowance payable a copy of which is attached as an appendix (previously circulated)

The circular sets out new increased rates for Carer's Allowance taking into account an increase in the minimum wage on which the allowance is based. This is the only change required to our scheme of allowances in order to comply with the guidance. The change is effective from 1st October 2015.

In response to a Members query on the Dependants' Carers' Allowance, the Chief Finance Officer clarified that this was to provide payments to Members in respect of expenses incurred in arranging care of children or dependants when carrying out official duties.

It was proposed by Alderman Campbell seconded by Councillor McGuigan and AGREED: **to recommend that Council updates the current scheme of allowances to reflect the change in Carer's Allowance being effective from 1 October 2015.**

7. Community Planning

The Head of Policy and Community and Planning presented the report as undernoted:

The formal definition of community planning proposed by the Department of the Environment is:

“A process led by Councils in conjunction with partners and communities to develop and implement a shared vision for their area, a long term vision which relates to all aspects of community life and which also involves working together to plan and deliver better services which make a real difference to people’s lives.”

The benefits envisaged from introducing a process of community planning are to:

- ***Develop better integrated local services***
- ***Deliver solutions without duplication***
- ***Generate more effective collaboration across the public sector***
- ***Better use of public resources***
- ***Higher standards of public services***
- ***A willingness to innovate and learn from others.***

What is the Community Plan?

The Community Plan will be a long term plan (for 10 to 15 years), based on sound, robust evidence with a focus on improving social, economic and environmental well-being and contributing to sustainable development.

The Community Plan will be a strategic planning tool and the recommendation from the DoE is that the community plan should use an outcomes based approach.

It will be the key over-arching framework for partnerships and initiatives in the Council area and at local and neighbourhood levels. It is not seen as an additional or parallel process to structures already in place.

Developing and implementing the Community Plan will be a major undertaking and will involve partnership working at many different levels in this area. The aim will be to try and integrate a wide ranging streams of public life, weaving these together and producing a statement outlining the future direction for the new Council area and how it will be achieved.

The Community Planning process should achieve:

- ***A rigorous analysis of existing conditions in the Council area;***
- ***An integrated view of the social, economic and environmental needs of the area;***
- ***A long term, ambitious vision for the future;***

- ***A clear focus on ways to achieve the long term vision incorporated in an Action Plan;***
- ***A set of outcomes which can be monitored and measured.***

The emphasis will be on identifying broad priorities and themes but more localised issues can be addressed through relevant themed or local area based strategies that will sit within the framework of community planning.

The Community Plan will be closely allied to the new Local Development Plan with the Development Plan providing a spatial strategy to underpin the Community Plan.

What is Council's Role

The Council has a statutory responsibility laid down in Part 10 (sections 66 to 78) of the Local Government Act (NI) 2014 to lead community planning in the Causeway Coast and Glens Council area. The Council is required to initiate, maintain, facilitate and participate in community planning for its area.

The Council will be the lead partner in a Community Planning Partnership and will put in place a process where it works with a range of partner organisations and agencies to develop and implement a shared vision for the Council area.

The Council will be responsible for:

- ***Facilitating and managing the community planning process***
- ***Ensuring the commitments in the Council's Equality Scheme are applied to the development, implementation, monitoring and review of the community plan.***
- ***Work collaboratively with the community planning partnership to reach consensus on the content of the community plan.***
- ***Work with the community planning partnership to monitor and review the plan and put in place systems to report to the public on progress.***
- ***Ensure that community involvement is an integral part of the community planning process.***

Duty on Community Planning Partners

The organisations and agencies that are statutorily required to participate in the Community Planning Partnership will be established by legislation. This legislation is yet to be agreed by the Assembly but these bodies may include:

- ***Tourism NI***
- ***NI Housing Executive***
- ***Police Service of NI***
- ***Education Authority NI***
- ***Local Health and Social Care Trusts***
- ***Health and Social Care Board***

- **Public Health Agency**
- **Fire and Rescue Service**
- **Invest NI**
- **Sports NI**
- **Libraries NI**
- **Council for Catholic Maintained Schools (CCMS)**

The statutory community planning partners will be legally required to develop the community plan, deliver assigned tasks identified in the plan, monitor and review the plan and seek community participation in the community planning process.

Development and delivery of the community plan will be a shared task between the statutory partners and Council. Those attending meetings of the Community Planning Strategic Partnership on behalf of these organisations will be expected to be able to speak authoritatively for their organisations and commit them to courses of action.

Duty on Government Departments

Government Departments are unlikely to be designated as statutory community planning partners. Instead they will be required under the Local Government Act (NI) 2014, “when exercising any function which might affect community planning, to promote and encourage community planning and have regard to any implications of a community plan for the exercise of a department’s functions.”

A generic engagement protocol which clearly establishes the relationship between central and local government on community planning is to be developed by the Partnership Panel for Northern Ireland (subject to approval by the Executive).

It is possible that Government Departments which directly deliver services locally may be invited to participate in community planning at the local level but it is for each Department to consider the implications of this in consultation with the Council.

Support Partners

The Community Planning Partnership may consider it important to include a wide range of other organisations in the Council area in the community planning process or strategic partnership structure. These support partners could include community and voluntary organisations or networks and representatives from the private business sector.

Support partners would be involved on a voluntary basis and should agree in advance their role and the extent to which they will participate in the community planning process.

The Community Planning Strategic Partnership

It is up to each Council to decide on the appropriate governance structure for community planning in its area. This will probably involve the establishment of a strategic partnership with membership involving Councillors, Council Officers, the statutory community planning partners and other key community stakeholders or support partners.

What Do We Need to Do?

Appendix 1 (previously circulated) outlines a draft project plan for the process which covers the following main aspects of the community planning process:

Evidence Gathering and Learning – creation of a baseline of the existing conditions in the Council area and a process for on-going review and updating of this information. This will provide the evidence base against which decisions can be made and progress monitored.

Consultation, Engagement and Communication – seek the views of the community, encourage them to express their views and take their views into account in the community planning process.

Governance – developing the processes and identifying the structures necessary to support community planning such as the establishment of a Community Planning Partnership Board.

Developing the Plan - Identify key issues that will inform the long-term vision for this area and identify and agree the key outcomes needed for the CC&G area. This will also include identifying key tasks necessary to deliver and achieve the vision through the development of an action plan to support the Community Plan.

Accountability and Performance - agree performance monitoring arrangements and reporting mechanisms against delivery of the community plan.

Update for Councillors on Community Planning/Consultation Opportunity

Councillors may find it useful to receive an update on the Council's approach to Community Planning and also use this as an opportunity to give their views on the future strategic priorities for the Causeway Coast and Glens Community Plan. If so, a workshop can be arranged in January and suggestions as to the location and the form this could take are welcome.

It was recommended that the Corporate Policy and Resources Committee recommend to Council the approval of the draft project plan for implementation of Community Planning in the Causeway Coast & Glens Borough Council area, as set out in **Appendix 1** (previously circulated).

Following a Members query the Head of Policy and Community Planning confirmed that HPCP and CPO were acronyms for Head of Policy and Community Planning and Community Planning Officer.

The Head of Policy and Community Planning informed members that the designation of Statutory Partners was in the Assembly and should be approved shortly. Engagement would be start in January, and a strategy on who and how to target the public would need to be in place as soon as possible.

Discussion took place on the timing of the Workshop, before Christmas or in the New Year. The Head of Policy and Community Planning informed Members that she hoped that the two Community Planning Officer posts would be filled before the workshop took place.

Councillor C McShane arrived at the meeting at 7.25pm.

Councillor Beattie arrived at the meeting at 7.30pm.

It was proposed by Councillor Duddy seconded by Alderman S McKillop: **to recommend that Council arrange a Workshop for January 2016 to take place in the Civic Offices, Coleraine.**

The Chair put the proposal to the vote, 9 Members voted for, and 0 Members voted against. The Chair declared the proposal carried.

8. Draft Standing Orders of Council

The Director of Performance presented the report as undernoted:

Article 37 (1) of the Local Government Act (Northern Ireland) 2014 states that:

(1) A council must make standing orders for the regulation of the proceedings and business of the council.

(2) A council may vary or revoke standing orders.

Causeway Coast and Glens Borough Council agreed to continue to utilise the interim standing orders which had been used by Causeway Coast and Glens Shadow Council. This report is based on work delivered by a standing orders sub-committee which met on the 30th of September and the 4th of November 2015, comprised of Councillors Beattie, Blair, Callan, Clarke, and McGuigan.

The framework provided by the Department has now been used to develop new draft Standing Orders for Causeway Coast and Glens Borough Council. These changes proposed by the Sub-committee have been incorporated into the draft Standing Orders document which is attached as Appendix 1 (previously circulated)

The Local Government Act (NI) 2014 enables the Council to vary its Standing Orders. Included at Annex C is the latest “Protocol for the Operation of the Planning Committee”. Annex A outlines the protocol for Deputations. Annex B proposes a protocol for the award of the Freedom of the Borough.

It was recommended that the Committee considers the draft Standing Orders of Council as outlined in **Appendix 1** (previously circulated).

Members were concerned that the changes agreed during the Sub-Committee Meetings had not been tracked as previously agreed with the Chief Executive. Members informed the Director of Performance that some of the changes agreed did not seem to have been included and that there had also been some omissions along with incorrect Appendices and typing errors e.g. cut off for Committee Meetings 12pm and Sub-Committee Meetings did not agree certain issues.

The Members felt that the tracking of changes was important as to eliminate any ambiguity.

It was proposed by Councillor McGuigan seconded by Councillor McShane; **to recommend to Council that the Sub Committee meets to look through and amend the Draft Standing Orders accordingly and bring back to the next Corporate Policy & Resources Committee Meeting.**

Councillor Callan proposed an amendment seconded by Alderman S McKillop: **to recommend that Council approves the Draft Standing Orders as outlined in Appendix 1, any amendments or typing errors be addressed then brought back to the next Council Meeting for approval.**

A recorded vote was taken on the amendment with Members voting as follows:

FOR: Alderman S McKillop, Hillis; Councillor Blair, McCandless, Wilson, Callan, Knight-McQuillan (7)

AGAINST: Alderman Hickey; Councillor Beattie, Quigley, C McShane, McGuigan, Chivers, McCorkell, Duddy, Campbell (9).

The amendment fell.

The Chair put the substantive motion to the vote, 9 Members voted for, 7 Members voted against. The Chair declared the proposal carried.

In response to a query from the Mayor the Director of Performance confirmed that the tracked changes document could be issued electronically.

9. Receiving Deputations at Council and Committee Meetings

The Director of Performance presented the report as undernoted:

Causeway Coast and Glens Borough Council, operating in Shadow Form, adopted a Protocol for Receiving Deputations in August 2014 (previously circulated).

Council has requested that the current procedure for receiving deputations is reviewed.

Some suggested options for consideration by Committee are outlined below, but Committee may choose to put forward alternative options.

Option 1

No change

The Protocol, attached, is Council's current procedure.

Option 2

Only statutory bodies, for example, Northern Ireland Housing Executive, Transport NI, Northern Ireland Water, Northern Health and Social Services Trust etc are received at Council meetings.

Option 3

Other requests to present to Council are taken to a Special Meeting of Council held on a 5th Tuesday, limited to 2 presentations per meeting.

Option 4

Other requests to present to Council are taken monthly on, for example, the 2nd Wednesday of each month, limited to 2 presentations per meeting.

Discussion took place on the length of time taken to hear Deputations in Council and Committee Meetings. Members felt that although the Deputations largely kept within the designated time, the questions and answers session with Councillors that followed took too long.

It was felt that one party member should be nominated to speak and that responses should be kept to the point.

The Chair confirmed Standing Order Item 3.5 as contained in the Draft Standing Orders:

“The Deputation has a total of 10 minutes in which to make its address. A further 15 minutes can be allocated to allow Members to ask questions of the deputation but, if required, the question and answers period may be extended by the Agreement of Members at the meeting”.

In response to a Member’s question the Chair confirmed that the above Standing Order was not included in the Interim Standing Orders.

Councillor McGuigan suggested that this item should be heard at the Sub Committee along with Standing Orders to which Councillor Callan replied that it had already been discussed at the Sub-Committee and that they had been informed by the Chief Executive that this would be dealt with separately.

It was proposed by Councillor McGuigan seconded by Councillor C McShane; **to recommend that this be referred back to the Sub Committee and be brought back to Committee along with the Draft Standing Orders.**

Councillor Callan proposed an amendment seconded by Councillor Duddy; **to recommend that Council Approve Option 2 that only Statutory Bodies, for example Northern Ireland Housing Executive, transport NI, Northern Ireland Water, Northern Health and Social Services Trust are received at Council Meetings and all other deputations are referred to the relevant Committee to make a decision.**

The Chair put the amendment to the vote, 9 Members voted for, 0 Members voted against. The chair declared the amendment carried.

10. Recognition Programme – Anniversary of the Somme 2016

The Head of Democratic and Customer Services presented the report as undernoted:

Further to the report to last month’s meeting arrangements are in hand for relevant officers to meet with the two groups who have requested support to deliver events recognising the Anniversary of the Somme in 2016 in line with the committee’s recommendation, approved by Council.

Council’s Museums Service, working in partnership with Good Relations Officers, has developed a programme of Council led events across the borough within the context of the “Decade of Centenaries”. This report has been tabled for consideration by Leisure and Development Committee on 10th November 2015.

Council also approved committee’s recommendation that a budget be allocated to assist groups to commemorate and that elected members be involved.

At Council's meeting on 27th October a notice of motion was agreed on the formation of a working group and budget provision was agreed, as follows:-

“That Causeway Coast and Glens Borough council takes steps to commemorate the centenary of the battle of the Somme in 2016, and assists in the facilitation, co-ordination and support of associated community-led events.

That Council formulates a working group comprising members, relevant officers, Royal British Legion branches, Somme Associations and other associated community interests across the Borough. The terms of reference of the working group will be to commemorate, through appropriately dignified and inclusive means, the centenary of the Battle of the Somme across the Borough; and that a budget be decided by this Council after the initial investigations and meeting of the working group to discuss possible events and initiatives.

It is imperative this Council remembers respectfully the sacrifice paid by so many from this Borough at the Somme and throughout the Great War, and that this Council strives for a peaceful and prosperous future for all.”

It was recommended that:

- (a) Council decide on the Elected Member representation on the Working Group to meet with the community interest groups;
- (b) The working group bring forward a recommendation with regard to budgetary provision.

After discussion, It was proposed by Alderman Campbell, seconded by Councillor Wilson and AGREED: **to recommend to Council that a Working Group be set up of 6 members to be nominated by D'Hondt , and should report back to the Corporate Policy and Resources Committee .**

It was also agreed that the Working Group bring forward a recommendation with regard to budgetary provision.

Following a query from a Member the Chair confirmed that the 6 Members can be nominated from any of the Council Committees by D'Hondt.

11. Developing a Programme for Local Government 2016-2020

The Head of Democratic and Customer Services presented the report as undernoted:

Committee was advised at its last meeting that NILGA has forwarded its Programme for Local Government consultation for Council's consideration. It is seeking responses by 31st December which it will collate and circulate to councils before finalising.

As the issues covered in the consultation impact on service areas across Council, largely Leisure, Development and Environmental Services Directors were invited to submit comments. No specific comments are offered.

The consultation exercise is aligned to and ideally should complement the development of the next NI Executive Programme for Government, but is not dependent upon it nor the governance and functions of the NI Assembly.

A copy of the NILGA Consultation was previously circulated. Committee is invited to address the key questions passed in the consultation.

1. **Devolution of powers, functions and duties:** Views are sought in relation to the list of suggested “potential enhanced responsibilities”, outlined on page 3, whether any other functions should be considered, or if any of the functions listed are not suitable to be devolved to Councils.
2. **Specific Asks 2016-2020:** (page 3/ 4) Views are sought in relation to the list of suggested 10 specific asks and whether anything else should be included.
3. **Delivering Better:** (page 4 /5) Views are sought in relation to NILGA seeking a commitment from all NI Executive Departments to engage with Councils, prior to making financial decisions that will have an impact on Councils.
4. **Guiding Principles:** (page 5) Views are sought on the proposed “Guiding Principles” – whether they are acceptable and any additions.
5. **An outcomes-based approach** (page 6) Views are sought in relation to NILGA lobbying the NI Executive to ensure that the next Programme for Government includes local government as a key partner and that the PfG core targets are outcomes based.
6. **Any other comments:** Council is invited to provide any additional comments.

It was recommended that the Committee consider the key questions outlined in the consultation and provide comments to enable a draft response to be formulated and submitted to NILGA by the closing date.

It was proposed by Councillor Duddy; to recommend to Council, that the 8 NILGA representatives from Council submit a draft a response on this.

Councillor Callan proposed seconded by Councillor Wilson; **to recommend to Council that Party Groups forward their views on this consultation to the Head of Democratic Services by 5th December 2015 for submission to NILGA by the closing date.**

Councillor Duddy withdrew his proposal, therefore Councillor Callan’s amendment becomes the substantive motion.

The Chair put the motion to the vote, 10 members voted for, 0 Members voted against. The Chair declared the motion carried.

12. Nominations to NILGA Working Groups and Associated Member Networks

The Director of Performance presented the report as undernoted:

Correspondence from NILGA on the above subject was tabled at Corporate Policy and Resources Committee on 27th October in which NILGA advised that its Executive has agreed a suite of Working Groups to consider key issues for local government at regional level.

It is hoped that two of the NILGA Working Groups can each be enhanced through the formation of an associated member network, with membership drawn directly from the 11 councils. Members will be requested to attend meetings between 2 and four times per year and will be a regular point of contact between NILGA and the council. NILGA will cover any travel expenses incurred.

Council is invited to nominate one Member to:

- *Community Planning and Well-being member network*
- *Planning and Regeneration member network*

It is anticipated that these networks will liaise closely with the NILGA working groups to:

- *Identify regional member development requirements*
- *act as a mechanism for sharing good practice*
- *identify issues of concern requiring regional lobbying activity*

Committee sought confirmation on whether the nominees had to come from Council's representatives on NILGA.

NILGA has confirmed that nominees do not have to be drawn from the NILGA membership already identified by Council, but it would be preferable if they are involved in relevant council committees, to facilitate the development of a useful regional communications mechanism.

Committee is asked to make recommendation to Council on nominations for (i) one Member to the Community Planning and Well-being Network and (ii) one Member to the Planning and Regeneration Network.

The Director of Performance confirmed that nominations were not required to be from the NIGLA representatives.

Following discussion, it was proposed by Councillor Duddy proposed seconded by Councillor Callan; **to recommend to Council that two Members be nominated by rolling D'Hondt.**

Alderman S McKillop proposed an amendment, seconded by Councillor Blair; **to recommend to Council that two Members be nominated from the 8 NILGA representatives using the rolling D'Hondt method.**

Councillor Duddy informed Members that nominating two Members from the NIGLA representatives would be a difficult process. Alderman S McKillop withdrew her amendment to the proposal with the agreement of her seconder.

The substantive motion was therefore carried.

13. Lands and Property Issues in Portballintrae

The Director of Performance presented the report as undernoted:

At a meeting of the Corporate Policy and Resources Committee on 18th August 2015 Members considered an Options paper and recommended that a site visit be arranged in Portballintrae, with all Elected Members invited to attend.

These site visits took place on 30th September and 6th October. Members had the opportunity to “walk through” the complex issues on site, and were also briefed on issues relating to land exchange proposals submitted by Mr Sweeney, on behalf of Seaport (NI) Limited and historic land issues in the Portballintrae area.

A recommendation was brought to Committee’s meeting on 20th October, with a date for a workshop, to allow officers to give Members a presentation and to allow residents and Mr Sweeney to put their cases forward. Any suggestions from the workshop would be taken to the Corporate Policy and Resources Committee for consideration and recommendation to Council. The date suggested was unsuitable and Members asked that an alternative date be brought.

It was proposed by Councillor McGuigan seconded by Councillor Wilson and AGREED: **to recommend that Council consider a Workshop to consider the issues as outlined above on Monday 14th December 2015 at 7.00pm in The Large Committee Room, Civic Headquarters, Coleraine.**

Councillor Duddy informed the Chair that 14th December 2015 was not a viable date for the DUP.

The Chair put the motion to the vote, 10 members voted for, 0 Members voted against. The Chair declared the motion carried.

14. Lands Adjacent to Dungiven Castle

The Director of Performance presented the report summarised as undernoted:

Correspondence has been received by Gaelcholaiste, Dhoire regarding Lands alongside Dungiven Castle. The school currently have a sub-lease from Glenshane Community Development Association for Dungiven Castle. They are now requesting to lease the land adjacent to the Castle from the Council.

The land in question is currently un-occupied, and Council have no immediate plans for this land.

A site meeting was held with the Chairperson of the School and Council officials on 13/10/15. At this meeting proposals for the land were outlined.

The school would like to lease this land for the purpose of additional classrooms. Due to increasing numbers, there is a requirement for a total of three classrooms to be initially located on site including a science room, a home economics room and a technology room, together with a sports pitch. The Department have reinforced their desire to accommodate this request.

An outline sketch showing the proposed layout for this accommodation is included in Appendix 1 (previously attached).

The school consider the current location as a temporary solution to their accommodation requirements for at least 5 years, however the school would consider this general location to meet its long term accommodation needs. The school would therefore have an interest in investigating the possibility of acquiring the adjacent sports pavilion, should it become surplus to the requirements of council over the coming years.

It was recommended that the Corporate Policy and Resources Committee approve the Schools request to lease the land adjacent to Dungiven Castle.

In response to a query from a Member the Director of Performance confirmed that the school had declared an interest in investigating the possibility of acquiring the adjacent sports pavilion, should it become surplus to the requirement of Council over the coming years.

It was proposed by Councillor McGuigan seconded by Councillor Chivers: **to recommend that Council approve the Schools request to lease the land adjacent to Dungiven Castle 'In Principle'**.

The Chair put the motion to the vote, 15 Members voted for, 0 members voted against. The motion was carried.

15. Annual Land Lettings

The Director of Performance presented the report as undernoted:

Council currently own and “let” various plots of agricultural land throughout the Borough. Historically these “land lettings” would have been advertised around this time to allow for Winter Grazing, and licenses issue to those successful for a period of between one and three years.

The following areas of land were previously included under the Annual Land Lettings:-

- a) ***Letterloan Disused Landfill Site, Macosquin***
- b) ***Blackrock Road, Kilrea***
- c) ***Craigahulliar, Portrush***
- d) ***Bayhead Road, Portballintrae***
- e) ***Laurel Hill, Coleraine***
- f) ***Camus Picnic Area, Coleraine***
- g) ***Burn Brae, Lisnagunagh, Bushmills***

This year, a number of areas have been suggested for Conservation Grazing, namely

- a) ***Waterfoot – 2ha/4.94 acres***
- b) ***Benone – 9.0 ha/22.24 acres (to be let as one lot)***
- c) ***Magilligan Point – 2ha/4.94 acres***
- d) ***Whiterocks – 1.8ha/4.45 acres***

The “Conservation Grazing” is being developed at a number of sites by the Biodiversity Officer which will help towards the Council meeting its Biodiversity Duty, where Conservation Grazing is the use of grazing animals to help improve the biodiversity of a site. There will be specific terms and conditions with regard to type and number of animals and length of grazing season.

The Biodiversity Officer in conjunction with the Procurement Officer, and with advice from NIEA have developed specific criteria for conservation grazing which will allow the site to be grazed for conservation purposes, protect the Councils land and clearly sets out what is expected of the grazier. These criteria will be used to fairly assess, score award the quotation received to graze these areas.

There are a few considerations with respect to both Benone and Magilligan Point. Both sites are within Magilligan ASSI/SAC and will be subject to certain restrictions with respect to stocking density, and duration of grazing.

The process in terms of letting land differed in the legacy councils. In one Council, this was undertaken by a local estate agent, in terms of advertising,

dealing with queries, receiving the bids, and allocating to the highest bidder. Other legacy Councils administered the process in house.

These lettings could be administered in house, by advertising in local press and Council website, with sealed bids submitted by an agreed closing date.

It was recommended that the Corporate Policy and Resources Committee recommend to the Council:

- a) Approval to proceed with the Annual Land Lettings for a period of one year, subject to review and extension of a further year
- b) Approval to proceed with “Conservation Grazing” with agreed terms and conditions associated with license advised by Biodiversity officer, and relevant land managers.
- c) Agree on a process regarding advertising and receiving bids

The Director of Performance informed Members that should they require any further details or maps then these could be obtained from her directly. She also confirmed that the Licensing Agreements were currently with the solicitor.

In response to a Member’s query the Director of Performance reported that all former Coleraine Borough Council and Moyle District Council lands had been mapped onto the GIS System and that work was still to be done with lands and property at Limavady and Ballymoney, and confirmed that an update to Members will follow.

It was proposed by Alderman Hickey seconded by Councillor Callan and **AGREED: to recommend that Council :**

- d) Approve to proceed with the Annual Land Lettings for a period of one year, subject to review and extension of a further year**
- e) Approve to proceed with “Conservation Grazing” with agreed terms and conditions associated with license advised by Biodiversity officer, and relevant land managers.**
- f) Agree on a process regarding advertising and receiving bids**

It was also agreed that the lettings would be administered in-house.

16. Causeway Street, Portrush

The Director of Performance presented the report as undernoted:

Correspondence has been received by a Property developer regarding Causeway Street, Portrush. The developer wishes to complete an unfinished apartment property and is requesting Council consideration to place an access gate on his property. This gate will be by keypad entry only for the residents of the property and will give them direct access onto Council property/carpark.

A site meeting was held with the property developer and Council officials on 22nd October, and alternative locations for the placement of such an access gate were discussed.

Appendix 1 (previously circulated) provides further details in terms of location.

The current property is in an unfinished state, and the completion of the property would greatly enhance this area in Portrush. In terms of timescale the developer would be keen to see the work completed by 2018, which will allow occupation by visitors to the Open Golf event in 2019.

The committee may wish to consider this request in light of the recent Council decision to formalise the boundaries with Royal Portrush.

The developer is also working with Royal Portrush in terms of access and egress issues, and is erecting a boundary fence between Council playing fields and Royal Portrush boundary, at his own expense.

It was recommended that the Corporate Policy and Resources Committee approve the Developer's request to proceed.

The Director of Performance reported that this should be a recommendation 'In Principle'.

The Chair confirmed that it would be a keypad entrance for convenience and would be for pedestrian use only.

Councillor Quigley stated that the entrance was of significant value as it provided access to the beach and suggested that valuation of the land be obtained.

It was proposed by Councillor McGuigan seconded by Councillor Duddy and **AGREED: to recommend that Council approve the Developer's request to proceed, 'In Principle'**.

17. Actual Penny Product Forecast

The Chief Finance Officer presented the report for information as undernoted:

Land and Property Services (LPS) who issue bills and collect rates on behalf of Councils issue in year forecasts on the Actual Penny Product (APP) and projected outturns with regards the amount of rates actually collected. LPS issued to Councils the first in year forecast for the APP based on figures at 30 June 2015 which is the end of the first quarter. The forecast for Causeway Coast and Glens Borough Council indicated that we were on course to receive a positive finalisation in terms of rates income amounting to £353,491. The figures for the second quarter have now been received and this indicates a positive finalisation of £457,110.

This is an encouraging indication of the strength of our rates base however as on previous occasions some caution still needs to be exercised due the ongoing challenges to the non-domestic revaluation.

The second part of the report from LPS relates to the non-domestic revaluation which was carried out last year. The actual level of challenge to date has been lower than expected although again it has to be stressed that there may be many more challenges to come, ratepayers having up to 31 March 2016 to lodge any challenge, Causeway Coast and Glens Borough at 30 September had 142 (162 at 30 June) outstanding challenge cases with 89 (19 at 30 June) completed. The average result from those challenge cases resulted in a 16.4% (15.3% at 30 June) reduction in rateable value, these cases have been factored into the quarter's APP. It should also be noted that some of the completed cases may be subject to appeal.

With regards the outstanding cases a total of just over £6m of rateable value is being challenged therefore if the current average loss of 16.4% is applied to these cases there could be a potential reduction in rateable value of approximately £991,000 which would translate into a reduction in rates income to Council of approximately £431,000. It should be noted that this is a very crude extrapolation of the current position and may bear no resemblance to the eventual outcome of individual cases but is purely to illustrate that current forecasts could be quite easily reversed under certain circumstances.

Members noted the report.

18. Estimated Penny Product Forecast

The Chief Finance Officer presented the report for information as undernoted:

Land and Property Services (LPS) who issue bills and collect rates on behalf of Councils issue forecasts on the Estimated Penny Product (EPP) which is used

in the rates setting process by Councils in order to determine the rate to be struck.

LPS have issued to Councils the first in year forecast for the EPP based on figures at 30 September 2015. The forecast for Causeway Coast and Glens Borough Council gives an EPP of £1,679,200 compared to £1,628,620 which was used in calculating our rate for the current year. This represents an increase of around 3% which is a very encouraging position for Council to be in at this stage and is an indication of the strength of our rates base however some caution still needs to be exercised due the ongoing challenges particularly with regard to the non-domestic revaluation.

Outstanding challenge cases and their eventual results will have an impact on this figure and I would advocate that we do not take account of the increase in the EPP at the outset of the rates process but rather wait for further iterations of the calculation, there will be another at the end of November, and until more of the valuation challenges are settled to allow more comfort with the figure as presented. For example in the last rate setting process the EPP for this council decreased slightly between the first calculation and the eventual figure used in the rate setting process.

With regards the outstanding cases a total of just over £6m of rateable value is being challenged and if the current average loss of 16.4% is applied to these cases there could be a potential reduction in rateable value of approximately £991,000 which would translate into a reduction in the EPP for Council to approximately £1,660,000. It should be noted that this is a very crude extrapolation of the current position and may bear no resemblance to the eventual outcome of individual cases but is purely to illustrate that current forecasts are very susceptible to a variety of factors.

Members noted the report.

19. Financial Operations and Payments

The Chief Finance Officer presented the report for information previously circulated and as undernoted:

Council is well aware of the cuts and continuing pressure on Central Government funding and the resulting cuts to Rates Support Grant as a result.

A sum of £18.327m was provided by DOE to Councils in 2014/15 in respect of Rates Support Grant. In the absence of budget cuts this Council would have received a share of £2,965,730 from this fund.

Members will be aware from the rates estimates process and delegations with the DOE and DFP Ministers that the Rates Support Grant was reduced by 15.1% to £15.5m in 2015/16 following Executive Budget cuts. This reduced Council's

share to £2,153,416 and resulted in an average district rates impact of approximately 2% for ratepayers in this Council area.

Council's concerns in relation to the cuts already applied above have been relayed via Councils' response to the recent 2015/16 budget consultation and in delegations with both the DOE and DFP Ministers. In addition, there is serious concern that this grant will be reduced further in 2016/17 and subsequent years and potentially removed in entirety.

I am pleased to report that the current Minister has recently written to Council (copy attached as an appendix) informing us that due to in year savings an extra £2.1m has been allocated to Rates Support Grant bringing the total allocation up to £17.6m. This in turn means Causeway Coast and Glens Borough Council will receive an additional £291,753 over and above the amount included in our current rates estimates. A table detailing the allocation of the additional funding was previously circulated.

Whilst this is a welcome development members should be aware that the additional funding is only for the current year, early indications are that a reduction somewhere in the order of 10% on the original budget for this year can be expected for next year, this would equate to a cut in funding of approximately £215,000 for this council. A meeting with the current minister and delegations from all seven councils receiving rates support grant has been arranged for Wednesday 11th November and this will still go ahead as we continue to lobby against any further cuts.

The Chair informed Members that he had met Minister Durkan along with 6 other Members. There was some concern that four of the eleven Councils were not in receipt of rates support.

Members noted the report.

20. Notice of Motion submitted by Councillor Duddy and deferred from Council Meeting 27th October 2015

"This Council fully investigates the possibilities of building a new integrated primary school, on the current site of the Dunluce Centre, Portrush, with the Board of Governors of Mill Strand Integrated Primary School."

Speaking in support of his Motion Councillor Duddy read out a prepared statement summarised as undernoted:

From the outset he clarified that within this proposal other than council officers time there will be no financial burden or loss placed upon council. This proposal is solely to assist in exploring the viability of the site and the steps the school must take in order to move forward with their expression of interest for the site.

During the presentation on the notice of motion, back ground information on Mill Strand Integrated School was outlined including the schools present condition (facilities and structure).

A brief history of the Dunluce Centre was outlined as were the actions taken by Coleraine Borough Council since 2006 to 2014, including the costs incurred since 2004 to 2014. (£1.3 million). The ongoing costs to this council were also highlighted. (Over £40k annually at present).

Various reports including the Portrush Regeneration Strategy (2007) and the V4 report (2014) were commented upon.

Attention was drawn to the various expressions of interest for the site since 2006 to date. Summing up on the motion Councillor Duddy stressed various points from the Councils own Corporate Strategy (2015-2019), including employment and learning statistics contained with the strategy document.

"We are making decisions on the plans, ambitions and lives of the next generation. We need to get it right. Let's not have them say of us we failed them".

"I hope you can do something but if not, it's okay. But remember, I know we're just kids but we live in this world too. And if we don't say anything about it, who will?" (Girl, aged 10)."

Councillor McCandless informed Council that this had been fully discussed at a previous meeting held on 12th November 2015, at which the Planning Officer explained that all other avenues needed to be explored and that a structured process should be followed.

It was proposed by Councillor Duddy, seconded by Councillor Quigley: **to recommend that this Council fully investigates the possibilities of building a new integrated primary school, on the current site of the Dunluce Centre, Portrush, with the Board of Governors of Mill Strand Integrated Primary School.**

A recorded vote was taken on the motion with Members voting as follows:

FOR: Alderman Hickey, S McKillop, Campbell; Councillor Beattie, Quigley, Blair, C McShane, McGuigan, Chivers, McCorkell, Duddy (11)

AGAINST: Alderman Hillis; Councillor McCandless, Wilson, Callan, Knight-McQuillan (5).

The Chair declared the motion carried.

**21. Notice of Motion submitted by Alderman Finlay deferred from Council Meeting
27th October 2015**

“That this Council notes the incredible achievement by the manager, players, backroom staff and supporters of the Northern Ireland Football Team in qualifying for the European Championships for the first time, finishing top of, and scoring more goals than any other team in the group, and becoming the first ever team in the history of the Championships from the fifth pot of Countries to win their Group Stage, wishes them continuing success as all of Northern Ireland looks forward to France for Euro 2016.”

Alderman Finlay congratulated Northern Ireland Football team for their outstanding achievement in qualifying for the European Championships in France in 2016.

After discussion, it was proposed by Alderman Finlay seconded by Councillor McCorkell: **to recommend that this Council notes the incredible achievement by the manager, players, backroom staff and supporters of the Northern Ireland Football Team in qualifying for the European Championships for the first time, finishing top of, and scoring more goals than any other team in the group, and becoming the first ever team in the history of the Championships from the fifth pot of Countries to win their Group Stage, wishes them continuing success as all of Northern Ireland looks forward to France for Euro 2016.**

Councillor McGuigan proposed an amendment seconded by Councillor C McShane; **to recommend that this Council notes the incredible achievement by the manager players, backroom staff and supporters of both teams of the Island of Ireland in qualifying for the European Championships and wish them continued success in France in 2016.**

The Chair put the amendment to the vote, 6 Members voted for, and 8 Members voted against. The Chair declared the amendment lost.

The Chair put the substantive motion to the vote, 9 Members voted for, and 6 Members voted against. The Chair declared the motion carried.

**22. Notice of Motion submitted by Councillor Callan deferred from Council Meeting
27th October 2015**

“That this Council notes the historic achievement of the Northern Ireland football team qualifying for the European Championships 2016 by hosting a celebratory event to mark it.”

Councillor Callan congratulated the Northern Ireland football team and their Manager Michael O’Neill on their unbelievable achievement.

Speaking in support of his Motion Councillor Callan stated that a working group should be set up, chaired by the Mayor to look at how the event might be celebrated by organising a civic reception. He suggested that the event could possibly be hosted by

Coleraine Football Club and to involve as many football teams as possible to create a community event.

Discussion ensued on what format the Civic Reception should take.

Members raised issues including that Martin O'Neill, a former Northern Ireland player and now Manager of the Republic of Ireland Team, was born and raised in the Borough and also deserves recognition and that if Council were to host a celebratory event then both teams should be recognised. Congratulations were extended to the Republic of Ireland football team.

Councillor McGuigan raised a Point of Order on Interim Standing Orders Item 17.4, that the question now be put to the Committee.

It was proposed by Councillor Callan seconded by Councillor Wilson: **to recommend that this Council notes the historic achievement of the Northern Ireland football team qualifying for the European Championships 2016 by hosting a celebratory event to mark it.**

Alderman Hickey proposed an amendment seconded by Councillor Quigley: **to recommend that this Council notes the historic achievement of both teams on the island of Ireland qualifying for the European Championships 2016 by hosting a celebratory event to mark it.**

The Chair put the amendment to the vote, 6 Members voted for, and 4 Members voted against. The Chair declared the amendment carried.

23. Notice of Motion submitted by Councillor Watton deferred from Council Meeting 27th October 2015

"That this Council, at a time of austerity and public funding cuts, seeks The Executive to review and reassess the disgraceful inflated salaries paid to so-called Spads."(sic)

Speaking in support of his motion Councillor Watton reported that SPADS were paid more than MLAs, approximately the same as MPs and only £50,000 below the Prime Minister and that Sinn Fein salaries were approximately £22,00 per year which meant that £70,000 would go into the party coffers. He confirmed that not one member of DUP agreed with this and that members of the public should be aware that Council does care that this is happening.

Councillor Duddy raised a Point of Order that under Item 16 of the Interim Standing Orders that the motion should be moved as it was not relevant to any matter.

The Chair referred to Standing Order 16.2 of the Interim Standing Orders and responded that whatever expenses had been incurred that these costs would have to be recouped by the tax payer. The Chair stated that he did not accept Councillor Duddy's interpretation of the Standing Order, therefore confirmed that the motion was relevant.

Alderman S McKillop suggested that the words “so called” be omitted from the motion to which Councillor Watton had no objections.

It was proposed by Councillor Watton, seconded by Alderman Hickey: **to recommend that this Council at a time of austerity and public funding cuts, seeks The Executive to review and reassess the disgraceful inflated salaries paid to Spads.**

The Chair put the motion to the vote, 5 Members voted for, and 7 Members voted against. The Chair declared the motion lost.

It was proposed by Councillor McShane seconded by Alderman Campbell and **AGREED: that Committee consider the next item of business ‘In Committee’.**

24. Land Purchase adjacent to Carneatly Civic Amenity Site

The Director Environmental Services presented the report as undernoted:

Council currently operate Carneatly Civic Amenity Recycling Facility which is located on the outskirts of Ballycastle. The facility is the only one available to residents within the legacy Moyle area and is therefore a valuable service provision to the public.

The current land ownership in this area is limited which prevents effective segregation between operational and public areas.

In an effort to address this issue and minimise risk to workers and users, discussions have been on-going with the adjacent landowner in an attempt purchase an adjacent portion of ground/laneway which Council currently use as a shared access under an established right of way. This proposed acquisition would permit remodelling of the facilities circulation and segregation arrangements.

Land and Property Services were commissioned to evaluate the proposed acquisition and an agreement has now been reached with the landowner at a value of £37,000 for 0.1839 hectares. (Appendix 1 as previously circulated)

The proposed purchase will regularise the current shared access arrangements and in addition will allow Council to pursue further development opportunities to the rear of the amenity site.

A recent internal Health & Safety audit has highlighted the current operational practices as ‘high risk’ and requiring attention.

Furthermore in the last few weeks, the landowner has requested Council progress promptly with the land valuation as agreed with Land and Property Services in an effort to regularise the current shared access arrangements.

After discussion, it was proposed by Councillor C McShane seconded by Councillor McGuigan: **to recommend that Council approve the Land Purchase in accordance with the Land and Property valuation of £37,000 + legal fees and associated boundary works estimated at £10,000.**

The Chair put the motion to the vote, 11 Members voted for, and 0 Members voted against. The Chair declared the motion carried.

It was proposed by Councillor McGuigan seconded by Alderman Campbell and **AGREED: that Committee continue the meeting 'Out of Committee'.**

25. Correspondence

25.1 Annual General Meeting – National Association of Councillors

An invitation had been received from National Association of Councillors inviting Elected Members to the NAC Annual Conference and AGM, to be held in Harrogate at The Majestic Hotel on 27th-29th November 2015. (Cost £350 plus VAT and accommodation £60 per night plus VAT).

The conference will focus on the theme (HUMANITARIAN SUPPORT PARTNERSHIP) and will be discussing how Local Authorities can help with the current Humanitarian crisis.

It was proposed by Councillor McGuigan seconded by Alderman Hickey: **to recommend to Council that no Members attend the Annual General Meeting of the National Association of Councillors to be held at The Majestic Hotel, Harrogate on 27th-29th November 2015.**

The Chair put the proposal to the vote, 6 Members voted for, 0 members voted against. The Chair declared the proposal carried.

Councillor McGuigan suggested that there should be a Policy for Members who wished to attend Conferences.

26. Consultations

26.1 The NI Local Government Code of Conduct for Councillors

Under the Local Government Act (Northern Ireland) 2014 the NI Commissioner for Complaints is responsible for investigating and adjudicating on complaints about alleged breaches of the Local Government Code of Conduct for Councillors. The 2014 Act also provides for the Commissioner to take action "instead of "or "in addition to" an investigation ("Alternative Action").

The Commissioner is inviting Council's comments on his proposals for Alternative Action in dealing with minor breaches of the Code.

The Committee noted the consultation.

27. Matters for Reporting to Partnership Panel

There were no matters.

28. Any Other Relevant Business

28.1 University of Ulster

Councillor Callan informed Members that he and eight other Members had met with officials from the University of Ulster regarding their current funding issue.

It was proposed by Councillor Callan seconded by Councillor Wilson and
AGREED: that a Working Group be set up to explore the relationship with the University of Ulster and to build Strategic Partnership and Community Planning.

28.2 Corn Field Project

Councillor Duddy informed Members that this project received 61% of the votes, which translated in to 9300 votes and over £120,000 in funding.

He wished it to be recorded that without the help of the Public Relations Department in the Causeway Coast and Glens Borough Council that this project may not have succeeded and would like to pass on his congratulations. He looked forward to working with the department in the future regarding the development of the site.

28.3 Condolences

Councillor Hickey reported that three members of staff had lost a relation over the last ten days, and that some Members had not been made aware of this. It was suggested that all Members, in future, be alerted as they may wish to attend the funeral.

The Director of Performance replied that she would ensure that Members be notified when close relatives of members of staff pass away.

29. Date of next meeting

Tuesday 8th December 2015 at 7.00pm in the Council Chamber, Civic Headquarters, Coleraine.

This being all the business the meeting closed at 11.05pm