

**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING
TUESDAY 25 FEBRUARY 2020**

No	Item	Summary of key Recommendations
1.	Apologies	<i>Councillors Dallat O'Driscoll, McGurk, Quigley</i>
2.	Declarations of Interest	<i>Councillor Wilson</i>
3.	Minutes of Meeting held Tuesday 28 January 2020	<i>Confirmed</i>
4.	Notice of Motion proposed by Councillor McMullan, seconded by Councillor Peacock (World Down Syndrome Day 21 st March)	<i>Support the Notice of Motion</i>
5.	Amendment to Charging Structure for Published Information	<i>Increase in charges for the printing costs of A2/A1/A0 sized documents from £3 per page to £5 per page</i>
6.	Prompt Payment Statistics	<i>Information</i>
7.	Conferences	<i>Information</i>
	7.1 Caring Councils: A Local Government Response to Poverty, Addiction and Improving Mental Health Conference	
8.	Correspondence	
	8.1 Local Government Staff Commission	<i>Approve payment of invoice 2020/2021 £21,427 net</i>
	8.2 Dfl Appointment of Councillors to the Drainage Council for NI	<i>Noted</i>

	8.3 Ancre Somme Association – Ribbon of Poppies UK & Commonwealth 2020 Campaign	<i>Noted Pass to Director of Environmental Services</i>
	8.4 Correspondence – The Department for Communities	<i>Correspondence and Council’s reply to be circulated</i>
9.	Matters for Reporting to Partnership Panel	<i>None</i>
	IN COMMITTEE (Items 10-12 inclusive)	
10.	Debt Management	<i>Approve write-off of £3,740 Coleraine BID representative present to Leisure and Development Committee</i>
11.	Actual Penny Product Forecast	<i>Information</i>
12.	Minutes of Meeting of the Land and Property Sub-Committee held 5 February 2020	
	12.1 Draft Estate Asset Management Strategy (Item 6)	<i>Approve</i>
	12.2 PEACE IV Shaping Our Place Bushmills Project (Item 4)	<i>Bring to March Land and Property Sub-Committee meeting</i>
	12.3 Request for Use of Council Land – 5.2 – Ref 140/19 – Request for the installation and Operation of Panoramic Wheel, Portstewart (Item 7)	<i>Information</i>
	12.4 Magilligan Ferry Terminal (Item 9.2)	<i>Information</i>
	12.5 Adoption of the Minutes	<i>Adopted and recommendations therein approved</i>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
CORPORATE POLICY & RESOURCES COMMITTEE
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS
TUESDAY 25 FEBRUARY AT 7.00 PM**

- In the Chair** : Councillor C McShane
- Present** : Aldermen Fielding, Hillis, McCandless and McCorkell
Councillors Callan, Chivers, Knight McQuillan, McCaw,
McLean, MA McKillop, Mulholland, Peacock, Scott and
Wilson.
- Non-Committee** : Councillor McMullan
**Members in
Attendance**
- Officers Present** : M Quinn, Director of Corporate Services
D Wright, Chief Finance Officer
T McKenna, Committee & Member Services Officer
- In Attendance** : Press (1 No.)

SUBSTITUTIONS

The Chair advised Councillor MA McKillop was substituting for Councillor Dallat O'Driscoll; Councillor Mulholland was substituting for Councillor Quigley.

1. APOLOGIES

Apologies were recorded for Councillors Dallat O'Driscoll, McGurk and Quigley.

2. DECLARATIONS OF INTEREST

Declarations of Interest were recorded for:

Councillor Wilson in Minutes of the meeting of the Land and Property Sub-Committee held 5 February 2020, Item 7.1, Request to use Council Land. Councillor Wilson left the meeting during consideration of the Item.

3. MINUTES OF MEETING HELD TUESDAY 28 JANUARY 2020

The Minutes of the Corporate Policy & Resources Committee meeting held Tuesday 28 January 2020 were confirmed as a correct record.

ORDER OF BUSINESS

AGREED - that Agenda Item Notice of Motion, be considered next on the Agenda of Business for the evening.

4. NOTICE OF MOTION PROPOSED BY COUNCILLOR MCMULLAN, SECONDED BY COUNCILLOR PEACOCK (REFERRED FROM 4TH FEBRUARY COUNCIL MEETING)

“That this Council recognises the important role people with Down Syndrome have in our society. We further recognise the important role parents, family members and carers have in the day to day life of their loved ones.

That this Council now recognises World Down Syndrome Day on 21st March each year, and in doing so we are acknowledging all men, women and children with Down Syndrome in our Council area.”

Councillor McMullan read out a prepared statement in support of the Motion:

“Tonight I am calling on this council to recognise and promote the annual celebration of World Down Syndrome which takes place every 21st March. WDS Day 21st March is a global awareness day which has been officially observed by the United Nations since 2012.

The date selected for WDS Day being the 21st day of the 3rd month, was selected to signify the uniqueness of the triplication (trisomy) of the 21st chromosome which causes the condition we all know as Down Syndrome.

The aim of all of this is to raise awareness of DS, how we can best support and promote the abilities our friends with DS have. We must be aware of how much children and adults with DS contribute to our society each and every day. Each year there is a call to action and this year it is one of empowerment. People with DS and those who support and work with them must be empowered to advocate for effective and meaningful participation in our society. This can be done by approaching those involved in education, community, media and general employers to educate them how they can best support and integrate those with DS into the many opportunities they can offer. By working together we can help eliminate the negative stereotypes that may exist.

We as a Council which strives to help all people in all of our constituencies, are in the perfect position to lead on the 21st of March. I

appreciate this year's date is fast approaching but we still can promote the occasion by lighting up our council buildings in blue and yellow, promote messages/videos/posts from those with DS on our social media pages etc.

In future years I hope to see this date to be dedicated to a celebration of all that those with DS bring to our lives on a daily basis – their energy, vitality, love and joy”

Councillor McMullan spoke in support of the motion and proposed that Council adopt a form of work placement for those affected by Down Syndrome.

Councillor Peacock seconded the Notice of Motion.

All Parties stated their respective support for the Notice of Motion.

Councillor Wilson proposed and supported by Councillor Knight-McQuillan that a paper be brought back to develop a workplace scheme within Council for those with Down Syndrome or a disability.

Councillor McMullan clarified that he had already suggested similar to Councillor Wilson's proposal in his original motion.

The Chair put the Notice of Motion to the Committee to vote.

14 members voted for, 0 Members voted Against, 0 Members Abstained.

The Chair declared the Notice of Motion carried.

* **Councillor McMullan left the meeting at 7.20pm**

5. AMENDMENT TO CHARGING STRUCTURE FOR PUBLISHED INFORMATION

Report previously circulated, presented by the Director of Corporate Services.

Charging Structure for Published Information

Scope of Charging Structure

This document applies to the levying of fees and charges in relation to information access requests received by the Council falling under:

- General Data Protection Regulation
- The Data Protection Act 2018

- The Freedom of Information Act 2000 (FOIA)
- The Environmental Information Regulations 2004 (EIRs)

Legal Background for Charges

In most cases a fee cannot be charged in association with a subject access request.

However, a “reasonable fee” can be applied for the administrative costs of complying with the request if:

- it is manifestly unfounded or excessive; or
- an individual requests further copies of their data following a request.

Where a reasonable fee is applied, it should be based on the administrative costs of complying with the request and the individual should be contacted promptly and the request does not need to be processed until the fee is received.

Alternatively, the request can be refused if it is considered to be manifestly unfounded or an excessive request.

Under Section 12 of the Freedom of Information Act a public authority is not obliged to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the “*appropriate limit*” prescribed in the regulations. The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004, identify the “appropriate limit” of fees and charges the council is permitted to levy in response to requests made under Freedom of Information. This also applies to requests for “unstructured” personal information under Section 9A of the Data Protection Act 1998 (inserted by section 69 of FOIA).

There is no “appropriate limit” to the cost of complying with requests for environmental information. However, Regulation 8 of the Environmental Information Regulations 2004, provides for the recovery of “reasonable” costs.

The ‘Appropriate Limit’

Under Regulation 4 of the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004, the “appropriate limit” is set at £450 for Local Authorities.

This is calculated on a standard rate of £25 per hour based on estimating the staff time taken to:

- Determine if the information is held
- Locate the information or a document which may contain the information

- Retrieve the information, or a document, which may contain the information
- Edit or extract the releasable information contained within a document

This calculation does not take into account the time spent/costs of:

- Checking that a request for information meets the requirements of FOIA
- Considering the application of exemptions; prejudice and/or public interest tests
- Obtaining internal or external legal advice
- Consulting with third parties and obtaining authorization to send out information.

Based on the standard hourly rate of £25 specified in the FOIA Fees Regulations, the maximum amount of staff time spent finding, retrieving, collating and editing before exceeding the £450 cost limit is 18 hours.

Charges made under EIR may not exceed the “actual costs of producing the information” unless the public authority is entitled to levy a market based charge for the information. No charges can be made for allowing an applicant:

- Access to a public register or list of environmental information
- To examine the information requested at the place which the public authority makes available for that purpose.

Under both FOIA and EIR, the actual costs of communicating information released to the applicant are recoverable. This includes the cost of printing, photocopying, postage and/or supplying the information in a particular form.

Estimating the cost of an information request FOIA Information Requests

The council makes information available through its publication scheme. Most information in the scheme is available free of charge. Where charges apply, they will be indicated in the scheme.

The Freedom of Information Act is intended to build on existing access channels rather than replace existing access regimes. Therefore if information is reasonably accessible to applicants through other means, such as through other legislation or the council’s publication scheme, it is exempt from FOIA. Where information is otherwise available, this means the rules for costing and charging for compliance with the act do not apply.

For information that is not otherwise accessible, if it is estimated that a request will take less than 18 hours to complete and there is no reason

to withhold the information, the request will be dealt with free of charge except for disbursement costs.

If it is estimated that such a request will take more than 18 hours to complete the council is not obliged to comply with the request and may turn down requests exceeding this limit. Applicants will be assisted to make the request smaller and more precisely focused.

Professional Charges:

In exceptional circumstances, the Council may have to employ external specialists or other professionals to gather and prepare information to meet a specific request. A fees notice (a written estimate), to include time and materials spent by Council staff, will be given of the cost of providing such information.

VAT is not payable on requests for information under the Council's Publication Scheme and covered by the Freedom of Information Act 2000.

Time Limits and Charging

If disbursement costs, or professional charges apply for responding to an FOI request under the 'appropriate limit' an estimated Fees Notice will be issued. Once the Fees Notice has been issued, the clock stops and the applicant has three months to pay the charge. The request lapses after 3 months if the charge remains unpaid. Only when payment has been received and has cleared does the clock restart and work begin on collating the information.

The Fees Notice will usually be issued, if possible, before any costs are incurred in preparing to answer the request. If a charge applies, the estimated fees and/or costs of supplying the information, will be payable in advance.

EIR Information Requests

Environmental information will be available for examination on council premises free of charge.

Regulation 8(1) permits a public authority to charge for:

- The cost of staff time spent locating, retrieving and extracting the information
- The cost incurred when printing or copying the requested information and sending it to the applicant.

It does not permit staff time taken to maintain databases, overhead costs and time spent redacting excepted information.

If the applicant requests copies of the information, photocopying and disbursement costs will apply.

Council will define 'reasonable costs' as those stated under Regulation 4 of the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004, the "appropriate limit" is set at £450 for Local Authorities.

This is calculated on a standard rate of £25 per hour.

Aggregating Requests

The FOIA Fees Regulations provide for the costs of answering more than one request to be added together or aggregated for the purposes of estimating whether the 'appropriate limit' would be exceeded in relation to any one of the requests.

Requests can only be aggregated in the following circumstances:

- two or more requests for information must have been made to the same public authority;
- they must be either from the same person, or from different persons who appear to the authority to be acting together or in pursuance of a campaign (section 12(4)(b) of FOIA);
- the requests must relate to the same or similar information; and
- they must have been received within a space of 60 consecutive working days. (This provision is designed to prevent individuals or organisations undermining the 'appropriate limit' by splitting a request into smaller parts. Before applying these provisions, the Council will carefully consider the reasons for believing that requests have been framed to frustrate the cost limit.)

Repetitious/Vexatious Requests

In considering whether to refuse to answer multiple questions altogether on the grounds that they are repetitious or vexatious requests, the Council will take account of guidance issued by the Information Commissioners Office.

Other Costs

The council is committed to the use of electronic means to provide requested information, and will encourage and advocate the use of these means in all appropriate cases, subject always to the stated preference of the applicant. Normally information supplied electronically will not involve a cost unless hard copy information has been specifically converted for this purpose.

Other or additional costs (such as postage and printing charges, see below) incurred as a result of communicating information in a way requested by the applicant where the overall amount exceeds £1.00,

may be payable. This includes but is not limited to requests to supply information on CD ROM; floppy disc; flash drive, any another medium, or in a language other than English.

Communicating Information – Disbursement Costs

Irrespective of whether the request is below or above the ‘appropriate limit’, disbursements will normally be charged where the estimated photocopying cost exceeds the cost of five A4 black & white photocopies, or one A4 colour photocopy.

Under Section 11(1) of the FOIA, authorities have a duty to take account of the applicants’ preferred format for receiving information. This may include:

- summarising the information and providing the applicant with a copy (i.e. photocopying or printing)
- allowing the applicant to inspect a record containing the information
- producing material in an applicant’s preferred format (for example by putting it onto a CD-ROM, video or audio cassette) or
- translating information into a language other than English, or preparing information in another format (e.g. Braille, large type) at the request of the applicant.

Charges will not be applied by the Council for costs incurred arising from meeting our obligations under disability or other equality legislation.

Postage and Printing Costs

Costs are:

A4 copies	Black and White - 10p per page
A4 copies	Colour – 20p per page
A3	Black and White - 20p per page
A2 / A1 / A0	£5 per page
Post and Packing	At cost
Minimum Charge	£2.00

In all the above cases, VAT is not payable.

Review of Charging Policy

This policy will be reviewed regularly and in conjunction with the review of the Publication Scheme.

It is recommended that the Corporate Policy and Resources Committee recommends to Council the increase in charges for the printing costs of A2/A1/A0 sized documents from £3 per page to £5 per page.

In response to a request from Councillor Wilson, the Director of Corporate Services agreed to bring back further facts and figures in terms of details and costs associated with Requests for Information/Freedom of Information requests.

Proposed by Councillor Wilson
Seconded by Councillor Knight McQuillan and

AGREED – to recommend that Council approve the increase in charges for the printing costs of A2/A1/A0 sized documents from £3 per page to £5 per page.

6. PROMPT PAYMENT STATISTICS

Information report previously circulated, and presented by the Chief Finance Officer

Department for communities (DfC) requires Council to record and publish statistics regarding the payment of supplier invoices with specific reference to two distinct measures namely invoices paid within 10 working days and invoices paid within 30 calendar days.

These figures are published on a quarterly basis by DfC with Councils required to do likewise. The purpose of the statistics is to encourage Councils to support businesses especially those local and/or small businesses for whom cash flow is of vital importance to their continued survival. In addition as part of Council's performance improvement plan for this year the payment of our suppliers has been identified as one of the performance improvement objectives with a target of 90% of suppliers being paid within 30 calendar days. The tables below detail Council's performance since April 2017 the latest data being for quarter 4 of 2019/20 being up to and including early February 2020. Q3 performance has improved from the previous two quarters' figures which is encouraging albeit the improvement is small however the initial part of Q4 appears to reverse this trend. On further analysis it would appear that a number of December invoices being paid in January due to the seasonal holidays have affected the figures since the February performance is in excess of 87% within 30 days and 51% within 10 days. It is anticipated that this trend will continue given the system improvements implemented to date.

The small improvement would indicate that previously reported actions continue to have a positive impact although it may be too early to tell if this

is either significant or permanent. As reported previously Council staff have been working on improved systems to assist with the purchase ordering and invoice payment processes. Once all staff have been trained then we can progress to the second phase which will allow for electronic authorisation of invoices and this has commenced.

In response to a query from Alderman McCandless, the Chief Finance Officer confirmed that electronic authorisation had commenced, provided an update in terms of progress regarding electronic payments and clarified operational processes regarding electronic invoicing.

The information report was **NOTED**.

7. CONFERENCES

Information report previously circulated, presented by the Director of Corporate Services.

7.1 Northern Ireland Local Government Association (NILGA)

Correspondence has been received from NILGA informing Members of the Caring Councils: A Local Government Response to Poverty, Addiction and Improving Mental Health Conference.

Date: Friday 27 March 2020
Venue: Girdwood Community Hub, Belfast
Cost: NIL

The Director of Corporate Services advised Members that if they wished to attend the above to contact the Democratic Services Department.

It is recommended that Council consider the requests.

AGREED – to recommend that Council note the conference schedule.

8. CORRESPONDENCE

Report previously circulated. The following correspondence had been received.

It is recommended that the Corporate Policy and Resources Committee consider the correspondence.

8.1 The Local Government Staff Commission for Northern Ireland – Dissolution Funding and Continuing Operations 2021.

Correspondence has been received on 5 February 2020 from the Local Government Staff Commission for Northern Ireland in relation to the Dissolution Funding and Continuing Operations 2020/21.

The Department for Communities has informed the Commission that they have no new information in relation to the Dissolution Order to wind up the Commission and as such in order to implement their statutory functions, it is necessary for the Commission to determine a financial scheme up to 31 March 2020.

In accordance with Schedule 3, paragraph 7 of the local Government Act (NI) 1972, the budget for the operation of the Local Government Staff Commission is to be apportioned between all District Councils and the NIHE. Causeway Coast and Glens Borough Council is required to pay 5.7890% of £370,141 namely £21,427 (£20,180 in 2019/20).

In response to a query from Alderman McCorkell, the Director of Corporate Services confirmed that an invoice from the Local Staff Government Commission was included in the rates estimate.

Proposed by Alderman McCorkell
Seconded by Alderman McCandless and

AGREED – to recommend that Council approve the Local Staff Government Staff Commission invoice 2020 £21,247.00 net.

8.2 Department of Infrastructure – Appointment of Councillors to the Drainage Council for Northern Ireland

Correspondence has been received requesting Council submit two nominees to be considered by the Department for Infrastructure (DfI) Minister for appointment to the Drainage Council.

The Drainage (Northern Ireland) Order 1973, sets out provision for ten people appointed to the Drainage Council to be members of the local Councils.

The appointments will be effective from 1 June 2020 and will last for as long as the appointee remains a Councillor, up to a period of 4 years.

8.3 Ancre Somme Association – Ribbon of Poppies UK & Commonwealth 2020 Campaign

Correspondence has been received from the Ancre Somme Association in relation to the Ribbon of Poppies UK & Commonwealth 2020 Campaign.

Ancre Somme Association wish to continue their request to create a “Living Memorial” in memory of the British, Commonwealth and Allied forces combined with educational resources on all conflicts on all fronts.

The aim of the campaign is to raise community awareness, especially that of the younger generation, regarding the impact of conflicts on previous generations through various interactive projects.

In addition this year they are also asking Council to consider planting out verges and hedgerows with wild flowers, incorporating the poppy, so that people travelling through our Council area will be reminded daily of the sacrifice paid so that we can live in peace. While cutting less, cutting later will save your Council money, it will also help bring back the multitude of bees, butterflies, birds and bugs that are sadly disappearing from our countryside.

Councillor Wilson requested that this correspondence be passed onto the Director for Environmental Services.

8.4 Correspondence, Department for Communities

An additional Item was discussed that was not on the correspondence schedule. Councillors enquired why they were not made aware of the correspondence from the Minister for the Department for Communities regarding the Council’s current financial status and Council’s subsequent response. The Director of Corporate Services advised that the correspondence and Council’s reply would be circulated to Members.

AGREED – to recommend that Council note the correspondence Items 8.2 and 8.3.

9. MATTERS FOR REPORTING TO PARTNERSHIP PANEL

There were no matters for reporting to the Partnership Panel, Local Government side.

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Councillor Wilson
Seconded by Councillor Knight McQuillan

AGREED – that the Committee proceed to conduct the following business '*In Committee*'.

* **Press left the meeting at 7.35pm**

10. DEBT MANAGEMENT

Confidential information report previously circulated, presented by the Chief Finance Officer to inform members of the current position surrounding debt owed to the Council by its customers.

Aged Debts Analysis As at 31 January 2020 and as at 31 December 2019 was circulated.

The table circulated detailed the status of any debt which was over 90 days in excess of £10 at the previous report but which had now been cleared.

The table circulated detailed the status of any debt which was over 90 days in excess of £10 currently. Those highlighted had appeared on previous reports.

Options

Debt write-off under £1,000

In accordance with Council's debt management policy the Chief Finance Officer is required to report to Council any debts under £1,000 which the Chief Finance Officer has the authority to write-off. There were a number of such debts this month.

Debt Write-off over £1,000

In accordance with Council's debt management policy, the Chief Finance Officer is required to seek Council approval in order to write off any debts in excess of £1,000. There was one such debt for recommendation this month.

It is recommended that the debt listed at 4.2 (circulated) is authorised for write off.

AGREED – to recommend that Council approve the debt listed, MAND04 for £3,740 is authorised for write off.

The Chief Finance Officer responded to various queries from Elected Members in relation to debts over 90 days and processes used to collect debt.

Councillors sought information on the current BID levy debt. The Chief Finance Officer explained that BID debt was not council debt and that legislation specified for Council to collect debt on behalf of BID, and no decision was required from the Chamber. In response to questions from Councillor Callan, the Chief Finance Officer clarified that, approximately two weeks ago, Council had been instructed to collect debt from circa ten local businesses.

Councillor Callan recommended that a representative from the Coleraine BID team make a presentation through Prosperity and Place to the Leisure and Development Committee.

Proposed by Councillor Callan
Seconded by Alderman McCandless and

AGREED - to recommend that a representative from the Coleraine BID team make a presentation through Prosperity and Place to the Leisure and Development Committee.

Alderman McCandless requested if the BID Company could be asked to withhold its collection of debt fees until this presentation was made.

The Chief Finance Officer advised that they could be asked, but as it was in legislation to collect this debt, it was unlikely they would comply with this request.

11. ACTUAL PENNY PRODUCT FORECAST

Confidential information report previously circulated, presented by the Chief Finance Officer.

LPS has issued to Councils the third in year forecast for the APP based on figures at 30 November 2019. The forecast for Causeway Coast and Glens Borough Council indicates that Council are on course to receive a positive finalisation in terms of rates income amounting to approximately £139k, a slight improvement from the 2nd quarter which was £133k

positive. The figure has been calculated on the basis of a number of assumptions which are detailed in the report, circulated.

Discussion ensued regarding The Assumptions. The Chief Finance Officer clarified that there were challenges but only a limited number are successful.

In responding to further queries in relation to £4.2mn of NAV under challenge, the Chief Finance Officer outlined the process and the split between the Regional Rate (54%) and Local Rate (46%) and the potential impact this may have.

In response to queries regarding the rates base and the cost of rates collection, the Chief Finance Officer confirmed that the domestic percentage increase was a steady 1% and the business percentage increase was slightly below 1% and that collection rates had actually decreased year on year due to technology.

The information report was **NOTED**.

* **Councillor Wilson left the meeting at 8.10pm**

12. MINUTES OF THE MEETING OF THE LAND AND PROPERTY SUB-COMMITTEE HELD WEDNESDAY 5 FEBRUARY 2020

The minutes were previously circulated and presented for Committee's consideration by Councillor Knight-McQuillan.

Matters Arising

12.1 Draft Estates Asset Management Strategy (Item 6)

The Director of Corporate Services referred to the Draft Estates Asset Management Strategy, which commenced in April 2019. A presentation was made to Land and Property Sub-Committee in October 2019, a report presented to Land and Property Sub-Committee in November and it had then been agreed to hold a Workshop for all Members in January 2020. There have been no further comments, suggestions or amendments and the Strategy is therefore recommended for Approval

Proposed by Councillor Knight McQuillan
Seconded by Councillor Callan and

AGREED - agreed to recommend that Council approve the Draft Estates Asset Management Strategy 2020-2025.

12.2 PEACE IV Shaping our Place – Bushmills Project (Item 4)

Following discussion, the Director of Corporate Services relayed that legal advice which was provided to Members at the Land and Property Sub-Committee meeting.

It was agreed: that the above item would be brought back to Land and Property Sub-Committee in March, and in the interim, the Report, Minutes and Legal advice associated with the item would be circulated to the Local Elected representatives and Members of Land and Property Sub-Committee.

12.3 Requests for Use of Council Land – 5.2 – Ref 140/19 – Request for the Installation and Operation of Panoramic Wheel, Portstewart (Item 7)

In relation to a query from Councillor McLean, the Director of Corporate Services confirmed that the valuation report provided a basis for the charging of additional days ie over 28 days, but not the full duration of 73 days.

12.4 Magilligan Ferry Terminal (Item 9.2)

In response to a query from Councillor Callan regarding progress of the above, the Director of Corporate Services agreed to provide details of the timescales associated with the above.

12.5 Adoption of the Minutes

AGREED – to recommend that the Minutes of the Land and Property Sub-Committee held Wednesday 5 February 2020 and recommendations therein are approved.

MOTION TO PROCEED ‘IN PUBLIC’

Proposed by Councillor Callan

Seconded by Councillor Knight-McQuillan and

AGREED: that the Committee move ‘*In Public*’.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 8.25pm

Chair