

Causeway Coast and Glens Borough Council

Council Meeting Tuesday 26th May 2015

Key Decisions

| No | Item | Decision |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. | Declarations of Interest | <i>16 Members declared an interest items 8.1 & 8.2</i> |
| 3. | Presentation – Protect Our North Coast, Development Proposal by Rathlin Energy | <i>Workshop to be held</i> |
| 4. | Minutes of Council Meeting held 29 th April 2015 4.1 Minute Record 4.2 Adoption of Minutes | <i>Comments noted Confirmed</i> |
| 5. | Minutes of Corporate Policy and Resources Committee Meeting held 21 st April 2015 5.1 Notice of Motion (CP&R 150521.10) 5.2 Adoption of Minutes | <i>Seek Legal Advice Adopt, subject to the amendment at 5.1</i> |
| 6. | Minutes of Planning Committee Meeting held 22 nd April 2015 | <i>Confirmed</i> |
| 7. | Minutes of Environmental Services Committee Meeting held 5 th May 2015 7.1 Proposed Implementation of Bus Shelter Guidelines 7.2 Cruise Ship Visits 7.3 Adoption of Minutes | <i>Report to be presented to next Committee meeting Recorded vote Adopt</i> |
| 8. | Minutes of Leisure and Development Committee Meeting held 12 th May 2015 | <i>Adopt</i> |
| 9. | Community Development Support (CDS) Grants | <i>Agreed that CDS Grants of £80,553 be awarded; re-allocate £23,105</i> |
| 10. | Community Festival Fund Grants | <i>Agreed that Community Festivals Fund Grants of £65,670 be awarded; unallocated budget of £7,902 be used to develop and run a training programme</i> |
| 11. | External Appointments | <i>Fill by rolling d'Hondt</i> |

| No | Item | Decision |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| 12. | Somme Tour 2015 | <i>Mayor and Deputy Mayor to represent Council each year for term of Council</i> |
| 13. | Annual Battle of the Somme Remembrance Parade and Service, Knockagh war Memorial | <i>Members to express interest in attending</i> |
| 14. | NILGA Bulletin | <i>Noted</i> |
| 15. | Partnership Panel 3 rd Meeting | <i>Noted</i> |
| 16. | <p>Seal Documents</p> <p>16.1 Deed of Release, Causeway Coast and Glens Borough Council with Hearth Revolving Fund</p> <p>16.2 Employee No 112/2032 Car Loan</p> <p>16.3 Invest NI Novation Agreements</p> <ul style="list-style-type: none"> • Moyle District Council to Causeway Coast and Glens Borough Council • Limavady Borough Council to Causeway Coast and Glens Borough Council • Coleraine Borough Council to Causeway Coast and Glens Borough Council <p>16.4 Grave Registry Certificates Ballymoney Cemetery 1442, 1443, 1445, 1446, 144 and 1448</p> <p>16.5 Grant of Right Burial Deeds Register Nos. 4238 – 4247</p> | <i>Seal of Council affixed</i> |
| 17. | Matters for Reporting to Partnership Panel | <i>Cost of erecting and maintaining bus shelters in the Borough</i> |
| 18. | Car Parking Charges | <i>To be reviewed throughout the year</i> |
| 19. | Health & Safety at Work (Northern Ireland) Order 1978 | <i>Authorisation agreed for Chief Executive to submit a plea.</i> |

Council Meeting

Minutes of the Meeting of Causeway Coast and Glens Borough Council held in the Council Chamber, on Tuesday 26th May 2015 at 7.00 pm

In the Chair: Councillor Knight-McQuillan, Mayor

Present: Aldermen Campbell, Cole, Finlay, Hickey, Hillis, King, McKeown, McKillop S, Mullan and Robinson
Councillors Baird, Beattie, Blair, Callan, Chivers, Clarke, Douglas, Duddy, Harding, Hickey, Hillis, Holmes, Loftus, McCandless, McCaul, McCorkell, McGuigan, McKillop MA, McLean, McShane C, McShane P, Mulholland, Nicholl, Quigley, Stevenson, Watton and Wilson.

In attendance: D Jackson, Clerk and Chief Executive
R Baker, Director of Leisure & Development
D Dickson, Area Planning Manager
A McPeake, Director of Environmental Services
M Quinn, Director of Performance
P Donaghy, Democratic Services Manager
E McCaul, Democratic Services Officer

Also in attendance: E Johnson, Head of Democratic & Customer Services
E Beattie, Head of Policy
D Wright, Chief Finance Officer
L Scullion, Community Services Manager
K McCollum, Community Development Officer
J Welsh, Community Services Manager

Melanie Brown, Ivor Ramage, Brian Connolly PONC (Item 3)

Press
Public

1. APOLOGIES

Apologies were recorded from Councillors Fielding, Fitzpatrick, Hunter and McGlinchey.

2. DECLARATIONS OF INTEREST

Declarations of Interest were declared by 16 members on agenda items 8.1 Community Development Support Grants and 8.2 Community Festival Fund Grants.

- Alderman Campbell – member of Killyrammer Community Group
- Aldermen Cole – associated with Bready Community Association
- Alderman Hickey – Chair of Portstewart Music Festival and on board of Red Sails.

- Alderman McKeown – associated with Glebeside Community Association
- Alderman S McKillop – ex officio member Bushmills Community Association
- Councillor Baird – member of Ballintoy Community Association, Stranocun Community Association and COAST.
- Councillor Beattie - honourable member Glack Gaelic Club and Chairperson Glack Community Association.
- Councillor Chivers - Treasurer of Drumsurn Community Association
- Councillor Douglas – committee member of Burnfoot Community Development Association
- Councillor Holmes – invited to GADDA AGM
- Councillor McCaul – committee member of O'Brians GAA
- Councillor McGuigan - ex member of Dunloy Development Association
- Councillor M A McKillop – Secretary Cairns Residents Group
- Councillor McLean – associated with Dunaghy Flute Band
- Councillor Nicholl – member of Greysteel Community Association
- Councillor Wilson – member of Stranocun Community Association.

3. **PRESENTATION: PROTECT OUR NORTH COAST – DEVELOPMENT PROPOSAL BY RATHLIN ENERGY LTD**

The Chair welcomed Melanie Brown, Ivor Ramage and Brian Connolly, members of Protect Our North Coast to the meeting.

A presentation was circulated to members, which detailed proposals by Rathlin Energy Ltd to carry out exploratory testing to evaluate the potential hydrocarbon reserve in the Rathlin Basin.

Following the presentation, points raised included risks to health, the environment, tourism, agriculture and the local economy.

It was **AGREED: that a workshop would be held in order for Council to get a balanced view and a greater understanding of the proposed hydrocarbon exploration in the Causeway Coast & Glens Borough area.**

4. **MINUTES OF COUNCIL MEETING HELD 28TH APRIL 2015**

Matters Arising

- 4.1 Alderman Mrs S McKillop voiced disappointment that the minutes did not reflect comments she had made on Terms of Reference for the Leisure and Development Committee, charges for the use of community facilities and also requested that it be recorded that she was unhappy with remarks made by Councillor McGuigan during the meeting, which she considered to be derogatory.

4.2 It was proposed by Alderman Finlay, seconded by Councillor Holmes and **AGREED: that the minutes of Council Meeting held on 28th April 2015 be confirmed as a correct record.**

4.3 Councillor Duddy raised a point of order regarding Standing Orders Item 15 and requested clarification from the Chief Executive. The Chief Executive read the relevant standing order (15(2)) as follows: *“any member wishing to raise an issue regarding any matters appearing in the minutes submitted to the Council for approval and who states his/her request in writing to the Presiding Councillor of the committee twenty four hours before the commencement of the Meeting of the Council shall be entitled to a reply when the proceedings of the particular committee are submitted for approval.”*

5. MINUTES OF CORPORATE POLICY AND RESOURCES COMMITTEE MEETING HELD 21ST APRIL 2015

Alderman Hillis presented the minutes and proposed their adoption.

Matters Arising

5.1 Notice of Motion – Councillor Fielding – Prayer (CPR 150421.10)

Following discussion on the Notice of Motion and on Standing Order 15 it was **AGREED: to seek legal advice on the point of order raised by Councillor Duddy regarding Standing Order 15.**

5.2 Adoption of Minutes

It was proposed by Alderman Hillis, seconded by Alderman Finlay and **AGREED: that the minutes of the Corporate Policy & Resources Committee meeting held on 21st April 2015 be adopted and the recommendations contained therein approved, with the exclusion of item 10, pending legal clarification sought.**

6. MINUTES OF PLANNING COMMITTEE MEETING HELD 22ND APRIL 2015

Councillor McCaul presented the minutes.

It was **AGREED: that the Minutes of the Planning Committee Meeting held on 22nd April 2015 be confirmed as a correct record.**

7. MINUTES OF ENVIRONMENTAL SERVICES COMMITTEE MEETING HELD 5TH MAY 2015

Councillor Chivers presented the minutes and proposed their adoption.

Matters Arising

7.1 Proposed Implementation of Bus Shelter Guidelines (ES150505.8)

The Director of Environmental Services agreed to bring a report on the provision of bus shelters to the next Environmental Services Committee meeting.

7.2 Cruise Ship Visits (ES150505.15)

Councillor C McShane proposed, seconded by Councillor Mulholland **that Causeway Coast and Glens Borough Council does not introduce the recommended £2 charge for cruise ship visitors coming ashore at Portrush Harbour.**

The Mayor put the motion to the vote. A recorded vote was requested by Councillor C McShane.

| Members voting FOR (7) | Members voting AGAINST (26) |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Councillors Beattie, Chivers, McCaul, McGuigan, McShane C, Mulholland and Nicholl | Aldermen Campbell, Cole, Finlay, Hickey, Hillis, King, McKillop S, Mullan, Robinson, Councillors Baird, Callan, Clarke, Douglas, Duddy, Harding, Knight-McQuillan, Loftus, McCandless, McCorkell, McKeown, McKillop MA, McLean, Quigley, Stevenson, Watton and Wilson. |

There were no abstentions.

The Chair declared the motion lost.

7.3 Adoption of Minutes

It was proposed by Councillor Chivers, seconded by Alderman King and **AGREED: that the Minutes of the Environmental Services Committee Meeting held 5th May 2015 be adopted and the recommendations contained therein approved.**

8. MINUTES OF LEISURE AND DEVELOPMENT COMMITTEE MEETING HELD 12TH MAY 2015

Councillor MA McKillop presented the minutes and proposed their adoption.

It was proposed by Councillor MA McKillop, seconded by Alderman Mullan and **AGREED: that the minutes of the Leisure & Development Committee Meeting held 12th May 2015 be adopted and the recommendations contained therein approved.**

9. COMMUNITY DEVELOPMENT SUPPORT GRANTS

The Director of Leisure & Development presented a report on Community Development Support Grants previously circulated and as undernoted:

Community Development Officers from the 4 legacy Council areas came together to assess the grant applications received to the Community Development Support Grant Programme, the closing date of which was 1st May. In April 2015 Council agreed that due to the timeframe for assessment of a substantial volume of applications, and to facilitate implementation of projects within the communities' timeframe, applications would be presented directly to the full Council meeting in May, bypassing the Leisure and Development Committee.

The purpose of the Community Development Support Grant is to contribute to the running costs/overhead costs incurred by core community development organisations.

The Guidance Notes for the Community Development Support Grant state that eligible organisations are those that are incorporated to provide programmes and offer services aimed at improving the social, economic and environmental situation of a certain locality. The groups must be multi-purpose and meet the identified needs of their whole community not just for a specific group and/or single issue within that community. These may include Community Associations, Residents Groups, Town or Village Committees or similar.

There are two separate levels of grant available:

- i. Community Development groups with premises can apply for a grant of up to a maximum of £2,000.**
- ii. Community Development groups without premises can apply for up to a maximum grant of £1,000.**

The budget available for Community Development Support Grant Programme is £112,658.

66 completed applications were received and underwent an assessment process as follows:

Stage 1 Assessment:

Stage 1 applications were scored against the following Stage 1 Assessment Criteria:

- 1. Main objectives of organisation.**
- 2. Constitution/ governing document in place.**
- 3. Registered Charity /Status of Charity Commission NI registration.**
- 4. Evidence provided of proper and timely accounting records with submission of annual accounts and bank statements for the last quarter:**
- 5. Board or management committee - Officers in place, elected at AGM, range of skills and expertise.**
- 6. Up to date insurance certification.**
- 7. Minutes from the latest Annual General Meeting and submission of Annual Report.**

Stage 2 Assessment:

Applications were then scored against the following Stage 2 Assessment Criteria:

- 1. Range of services and activities provided for the benefit of local communities within the CC&G area (weighted x 2).**
- 2. Clear and realistic objectives set for incoming year (x1).**
- 3. Extent of awareness and understanding of specific needs of community / area (x1).**
- 4. Targeted area of benefit in relation to deprivation measures (x3).**
- 5. Engagement in capacity building for group members and wider community (x2).**
- 6. Promotion of social inclusion ensuring that marginalised groups feel valued and included (x2).**
- 7. Promotion of community cohesion ensuring the involvement of the whole community – sharing a common vision (x2).**

8. **Promotion of partnership working with others – working on a collaborative basis to find solutions to locally identified problems (x2).**
9. **Extent of volunteer base involved in group activities (x1).**
10. **Demonstrates value for money and has a realistic budget (x2).**
11. **Demonstrates ability to lever other additional funding in support of group (x2).**

Applications were awarded a score of up to 25% in Stage 1 and up to 75% in Stage 2. Applicants were required to attain a score of at least 65% in order to be eligible. A summary of the applications received, the assessment scores and the recommended amounts of funding were included in the report previously circulated.

Approximately 17 community development groups which were eligible to apply for the Community Development Support Grant did not submit applications.

A number of applications were received from groups located within communities which were not deemed to be core community development groups based on the eligibility criteria as previously agreed in the Community Development Strategy. Those applications deemed to be ineligible are indicated in the attached table. As per the Grants Funding Policy an Appeals Process will be put in place. Community Development Officers will also be available to provide support to those applicant organisations that are unsuccessful in terms of signposting to other external funding opportunities.

Where all the required enclosures were not submitted with an application, applicant organisations will be required to submit these prior to any grant money being paid out by Council.

The assessment process has provided a useful tool in highlighting areas where groups need support in their governance and will allow Community Development staff to address and tailor their support during the course of the year.

The total amount of grant funding recommended to be allocated through the Community Development Support Grant Programme in 2015-16 is £80,553.

£9,000 has already been allocated to Garvagh Development Trust for the GADDA Building and if the amount of funding recommended to be awarded in this report were to be approved a budget of £23,105 would remain.

There are a number of possible options with regard to the unallocated Community Development Support Grant Programme budget:

- i. **Accept that in the 2015-16 period an underspend of £23,105 has been achieved.**
- ii. **Re-open the Community Development Support Grant Scheme for those organisations that were eligible to apply but which did not apply.**
- iii. **Re-allocate the £23,105 to one of the alternative grant programmes which were proposed in the Community Development Strategy but which had to be omitted due to lack of funds . ie. Small Scale Capital Improvement Grants; Social Inclusion Small Grants or Seeding Grants.**

It was recommended that:

Recommendation 1: Community Development Support Grants of £80,553 are awarded.

Recommendation 2: Council considers the options suggested and makes a decision re. £23,105 unallocated Community Development Support Grant Programme budget.

In response to queries regarding the Members who had declared an interest in the item the Chief Executive confirmed that Members declaring an interest could speak on the item but not vote. The Chief Executive further agreed to discuss the issue of Declarations of Interest further at the Party Leads meeting.

Several comments were made on the grant criteria and the difficulty some groups had in completing application forms. It was confirmed that Community Development Officers were there to signpost groups and to give advice around the application process.

It was proposed by Councillor Beattie, seconded by Councillor C McShane and **AGREED: that (a) the Community Development Support Grants of £80,553 be awarded as per the table previously circulated with the report and (b) option iii re-allocation of the £23,105 to one of the alternative grant programmes which were proposed in the Community Development Strategy but which had to be omitted due to lack of funds. That is Small Scale Capital Improvement Grants; Social inclusion Small Grants or Seeding Grants.**

10. COMMUNITY FESTIVAL FUND GRANT

The Director of Leisure & Development presented a report on Community Festival Fund Grant Recommendations previously circulated and as undernoted:

Community Development Officers came together to assess the grant applications received to the Community Festivals Fund, the closing date of which was 1st May. Council agreed at the Leisure & Development Committee on 14th April that due to the timeframe for assessment of a substantial volume of applications, and to facilitate implementation of projects within the communities' timeframe, applications would be presented directly to the full May Council meeting rather than initially being presented to the Leisure & Development Committee.

Three levels of grant are available through the Community Festivals Fund:

- i. £500 maximum for one day community fun day events programmed to be of at least 5 hours duration and anticipated to attract less than 5,000 participants.***
- ii. £1,500 maximum for festival events lasting 2 consecutive days or more and anticipated to attract less than 5,000 participants.***
- iii. £5,000 maximum for festivals lasting 3 consecutive days or more and anticipated to attract at least 5,000 participants.***

The budget available for Community Festivals Fund in 2015-16 is £76,384.

49 completed applications were received and underwent an assessment process as follows:

Stage 1 Assessment:

Stage 1 applications were scored against the following Stage 1 Assessment Criteria:

- 8. Main objectives of organisation.**
- 9. Constitution/ governing document in place.**
- 10. Registered Charity /Status of Charity Commission NI registration.**
- 11. Evidence provided of proper and timely accounting records with submission of annual accounts and bank statements for the last quarter:**
- 12. Board or management committee - Officers in place, elected at AGM, range of skills and expertise.**
- 13. Up to date insurance certification.**
- 14. Minutes from the latest Annual General Meeting and submission of Annual Report.**

Stage 2 Assessment:

Applications were scored against the following Stage 2 Assessment Criteria:

- 1. Demonstration of need and demand & ability of the applicant group to effectively deliver.**
- 2. Attract visitors to the area.**
- 3. Financial viability.**
- 4. Have strong community participation.**
- 5. Promote social inclusion and improve community relations.**
- 6. Contribute to community regeneration.**
- 7. Provide opportunities for people to improve skills or receive training.**
- 8. Provide opportunities for development.**

Applications were awarded a score of up to 25% in Stage 1 and up to 75% in Stage 2. Applicants were required to attain a combined score of at least 65% in order to be eligible for a funding award. A summary of the applications received, the assessment scores and the recommended amounts of funding was previously circulated.

The total amount of grant funding recommended to be allocated through the Community Festivals Fund for festivals taking place between 1st July 2015 and 31st March 2016 is £65,670.

Grant awards totalling £2,812 have already been awarded to 2 Community Festivals taking place in the first quarter of 2015-16. If the amount of funding recommended to be awarded in this report is approved a budget of £7,902 would remain.

DCAL provides part funding for the Community Festivals Fund; one of the requirements of the Letter of Offer from DCAL in the incoming year is that training will be provided for festival organisers. A training needs analysis was carried out by officers during the assessment of applications. Priority areas for training support to festival organisers are creative programme development as well as governance and health and safety training. It is therefore proposed that the unallocated budget of £7,902 is used to provide a training programme for festival organisers.

It was recommend that: Recommendation 1: Community Festivals Fund Grants of £65,670 are awarded as per the report previously circulated.

Recommendation 2: Unallocated budget of £7,902 is used to develop and run a training programme for festival organisers based on the training needs analysis that was carried out through the grant assessment process.

It was proposed by Alderman Finlay, seconded by Councillor Stevenson and **AGREED**: that **Community Festivals Fund Grant of £65,670 be awarded and that the unallocated budget of £7,902 be used to develop and run a training programme for festival organisers based on the training need analysis that was carried out through the grant assessment process.**

11. EXTERNAL APPOINTMENTS

The Chief Executive presented the external appointments requiring nominations to Members as follows:

Total (18)

Appointments to Somme Association (2)

NI Local Government Partnership on Traveller Issues (2)

Riverside Theatre (1)

North West Regional Waste Management Group Committee (NWRWMG) (4)

International Appalachian Trail (2)

Antrim Coast & Glens AONB (2)

Binevenagh AONB (2)

Causeway Coast AONB (2)

Giant's Causeway and Causeway Coast World Heritage Site Steering Group (1)

It was **AGREED**: that appointments would be made by rolling d'Hondt (101-118) continuing from the external appointments made at the Annual General Meeting in March.

It was also **AGREED**: that nominating officers would be contacted to make their selections by the end of the week.

The Chief Executive confirmed that a report on external appointments would be brought to the Corporate Policy and Resources Committee meeting in June.

12. SOMME TOUR 2015 28TH JUNE – 2ND JULY 2015

Information was previously circulated to Members giving details of the itinerary.

Alderman Hillis proposed, seconded by Councillor Baird and **AGREED**: that the Mayor and Deputy Mayor would represent Council at the Somme Tour in each year of the Council term and in the event of the Mayor or Deputy Mayor being unable to attend a replacement would be chosen by ballot with those who had previously attended being considered last.

13. ANNUAL BATTLE OF THE SOMME REMEMBRANCE PARADE AND SERVICE, KNOCKAGH WAR MEMORIAL

An invitation was extended to the Mayor, Aldermen and Councillors to attend the Somme Remembrance Parade and Service being held at the Knockagh War Memorial on Sunday 28th June 2015.

Members were asked to respond to the Members' Support team if they wished to attend.

In response to Councillor Duddy's query regarding the availability of ceremonial robes for Members who wished to attend the Chief Executive confirmed that robes would be available.

14. NILGA MEMBER COUNCIL BULLETIN

A copy of the NILGA May Bulletin, providing Council with key information on the work being taken forward through NILGA, councils and partners was circulated.

15. PARTNERSHIP PANEL MEETING

A summary of the 3rd meeting of the Partnership Panel in Stormont on 28th April 2015 was circulated to Members.

16. SEAL DOCUMENTS

It was proposed Councillor Stevenson, seconded by Councillor Duddy and **AGREED: that the Seal of the Council be affixed to:**

16.1 Deed of Release, Causeway Coast and Glens Borough Council with Hearth Revolving Fund

16.2 Employee No 112/2032 Car Loan

16,3 Invest NI Novation Agreements

- Moyle District Council to Causeway Coast and Glens Borough Council

- Limavady Borough Council to Causeway Coast and Glens Borough Council

- Coleraine Borough Council to Causeway Coast and Glens Borough Council

16.4 Grave Registry Certificates Ballymoney Cemetery No's 1442, 1443, 1445, 1446, 1447, 1448, 1449.

16.5 Grant of Right Burial Deeds Register Nos. 4238 – 4247

17. MATTERS FOR REPORTING TO PARTNERSHIP PANEL

The report was presented and previously circulated.

It was **AGREED: that Alderman McKeown would raise Council's concern at the Partnership Panel that the Council was incurring the cost of erecting and maintaining bus shelters in the Borough.**

18. CAR PARKING CHARGES

Alderman Mullan highlighted that he had received complaints from retailers in Limavady about the increase in parking charges and the impact this had on business. The Director of Environmental Services confirmed that car parking charges would be reviewed throughout the year.

19. HEALTH & SAFETY AT WORK (NORTHERN IRELAND) ORDER 1978

It was proposed Alderman Hickey, seconded by Alderman Mullan and AGREED that the item be considered 'in committee'.

*Members of the press and public left the meeting.

Members were advised that summons have been served on Ballymoney Borough Council for breach of an improvement notice served under the above Order and of the Workplace (Health Safety and Welfare) Regulations (Northern Ireland) 1993 on the 11th September 2013 and 1st February 2014. All matters with respect to the notice have subsequently been complied with. The first hearing date is scheduled for the 5th June 2015. The matter has been referred to the legacy Council's legal advisors.

It was recommended that Council authorise the Chief Executive to submit a plea based on the legal advice provided.

It was proposed by Alderman Hickey, seconded by Alderman Mullan and **AGREED that the Council would authorise the Chief Executive to submit a plea based on legal advice provided.**

It was proposed by Alderman Hickey, seconded by Alderman Campbell that Council resolve itself out of committee.

This being all the business the meeting closed at 22:10 pm.