



**LEISURE & DEVELOPMENT COMMITTEE MEETING
TUESDAY 21 SEPTEMBER 2021**

Table of Recommendations

No	Item	Summary of key Recommendations
1.	Apologies	<i>Nil</i>
2.	Declarations of Interest	<i>Councillors Anderson, McQuillan, Schenning</i>
3.	Minutes of Leisure and Development Committee Meeting held Tuesday 17 August 2021	<i>Confirmed</i>
4.	Presentation from Taste Causeway	<i>Received</i>
	FOR DECISION (Items 5-13)	
5.	Tourism and Recreation Managed Events	<i>To recommend <u>Option 1 for Council Managed Christmas Events scheduled in November/December 2021, Option 1 for Halloween Events scheduled in October 2021 and Option 1 for <u>Atlantic Sessions scheduled in November 2021</u></u></i> <i>- That Council include limited virtual element for individuals who are unable or uncomfortable leaving home;</i>

		<p>- That Council does not ticket Council managed events at Halloween in principle and take advice from the Head of Tourism and Recreation who is to provide a report full council.</p>
6.	The Air Show 2022	<p>To recommend that Council approve (i) a new venue location and flight line and (ii) the proposed dates of 10 & 11 September 2022.</p>
7.	Community Festival Fund	<p>(i) Approve awards for funding through Community Festivals Fund as detailed in Annex B</p> <p>(ii) Update Community Festivals and Events Guide to take account of Covid guidance and provide Covid Risk Assessment training for community festival and event organisers depending on numbers 1 and 2</p> <p>(iii) Advertise for a second tranche of funding in early October using remaining funding from DfC and Council 3 dependant on 1 and 2.</p>
8.	Museums Service Stores	<p>To recommend that Council provide approval to secure the rental of a centralised store for at least five years, providing 230 sq. metres of storage space, at an additional cost to the museums budget of £12,000 per annum plus overheads.</p>

9.	Ballymoney Environmental Improvement Scheme	To recommend that Council approve the commencement of the Ballymoney Town Centre EI Scheme with the appointment of an ICT to complete the Stage 1 capital works activities during 2021/22.
10.	The Rural Sub-Committee	Motion Lost
11.	Reducing Bureaucracy in Grant Funding	To recommend that Council approve recommendations no.1-10 inclusive as set out. Review at 6 month point.
12.	Grants Governance Panel	To recommend that Council approve that a Grant Governance Panel is established, based upon the principles outlined in this report; The size and appointment process 6 Members by D'Hondt; Once the Panel is convened, detailed Terms of Reference will be tabled for Member's consideration, including the inclusion of a pilot programme for the 2021 / 2022 period Review at 6 month point.
13.	SWB Essential Maintenance Works	To recommend that Council approve the expenditure of £93k for the projects listed in this report.
14.	Revitalise Coleraine	Information
15.	Correspondence	Nil

16.	Matters Reporting to the Partnership Panel	<i>Nil</i>
17.	Consultations	<i>Nil</i>
	'IN COMMITTEE' (Items 18-19)	
18.	Carrick Dhu Touring Pitches	<i>To recommend that Council provide approval for Council Officers to advance to and complete on Stage 3 of the capital works management process, (approval of winning contractor and management of the capital works contract). An investment decision for the amount of £243,873.15 excluding VAT to appoint Northstone (NI) Ltd to complete on the project is required.</i>
19.	Appointment of Fireworks Supplier	<i>To recommend that Council appoint Nemesis Pyrotechnics Ltd to provide services for display of fireworks/pyrotechnics as part of the Council's event portfolio. The duration of contract is for one year with the possibility to extend for a further 2 years, reviewed annually and subject to delivery of services within the terms of the contract.</i>
20.	Any Other Relevant Business notified in accordance with Standing Order 12. (o)	
	21.1 Update on progress of top 10 projects in the Capital Project Programme (Alderman Duddy)	<i>Update provided by Director of Leisure and Development</i>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF
THE LEISURE AND DEVELOPMENT COMMITTEE HELD
IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS AND VIA VIDEO
CONFERENCE, ON
TUESDAY 21 SEPTEMBER 2021 AT 7:00 PM**

In the Chair: Councillor McAuley (C)

Members Present: Alderman Baird (R), Duddy (C), Hillis (C), Knight
McQuillan (R), Councillors Anderson (C), Bateson (R),
Callan (R), Holmes (C), McCaw (C), MA McKillop (R), C
McShane (R), McQuillan (C), Nicholl (R), Schenning
(R), Watton (C)

**Non Committee
Members In Attendance:** Alderman S McKillop (R), Councillor P McShane (R)

Officers Present: R Baker, Director of Leisure and Development (C)
P Thompson, Head of Tourism and Recreation (R)
J Welsh, Head of Community & Culture (R)
N McGurk, Interim Head of Prosperity and Place (R)
L Scullion, Community Development Manager (R)
H Perry, Museum Services Development Manager (R)
P O'Brien, Funding Unit Manager (R)

J Keen, Committee and Members Services Officer (C)

In Attendance: K McGonigle, Destination Manager (R)
K McMullan, Assistant Events Manager (R)
S McCartney, Holiday and Leisure Parks General
Manager (R)

S Scott, Facilitator, Taste Causeway (R) (Item 4)

A Lennox, Mobile Operations Officer (C)
C Thompson, ICT Operations Officer (C)

Press 4 (no) (R)
Public 1 (no) (R)

Key: (C) Attended in the Chamber
(R) Attended Remotely

The Chair read the remote meetings protocol at the beginning of the meeting:

Welcome to the Leisure and Development Committee Meeting held on Tuesday 21st September 2021.

All those in attendance should be aware that the meeting will be audio recorded. This includes when the meeting is in committee. The public session of the audio recording will be published on Council's website within 2 days of the meeting.

Elected Members are reminded that they are personally responsible for any comments that they make at the meeting.

Members of the press and public will be required to leave when the meeting goes into committee.

If anyone loses connection, please call the number which was sent to you by Democratic Services. The number can be found in the email with the meeting link sent yesterday, 20th September 2021.

Members, please use the chat facility if you wish to speak. For those in the Chamber, please wait until your microphone is switched on before speaking.

I would also remind all in attendance that the taking of photographs of proceedings or the recording of proceedings, other than by authorised officers, is prohibited.

The Director of Leisure and Development undertook a roll call of committee members present. The Director of Leisure and Development advised the Head of Sport and Wellbeing was unable to attend the meeting.

1. APOLOGIES

There were no apologies recorded.

2. DECLARATIONS OF INTEREST

Councillor Anderson declared an interest in Item 7, Community Festival Fund. Councillor Anderson left The Chamber during consideration of the Item.

Councillor McQuillan declared an interest in Item 7, Community Festival Fund. Councillor McQuillan left The Chamber during consideration of the Item.

Councillor Schenning declared an interest in Item 7, Community Festival Fund and Item 11, Reducing Bureaucracy in Grant Funding. Councillor Schenning did not participate in the items.

3. MINUTES OF LEISURE AND DEVELOPMENT COMMITTEE MEETING HELD TUESDAY 17 AUGUST 2021

Summary minute, previously circulated.

AGREED – to recommend that the Minutes of the Leisure and Development Committee meeting held Tuesday 17 August 2021 are confirmed as a correct record.

4. PRESENTATION FROM TASTE CAUSEWAY

S Scott, Facilitator from Taste Causeway presented via powerpoint presentation, providing information regarding the vision, priorities and key projects of Taste Causeway.

The Chair thanked the presenter and invited questions from Committee.

The Committee acknowledged the excellent work of Taste Causeway and the positive benefits it has for local businesses. It was recognised that the vision of Taste Causeway links the food, hospitality and tourism industries.

In response to questions from Elected Members, S Scott confirmed there was a partnership between Council and Taste Causeway and affirmed her support of the partnership continuing.

5. TOURISM AND RECREATION MANAGED EVENTS

Report, previously circulated, presented by the Head of Tourism and Recreation.

The purpose of this report is to outline proposals to deliver Council led events for the remainder of 2021. Approval is sought to proceed with preferred options

with the recognition that the Public Health Authority and Government restrictions may alter the format and viability prior to scheduled dates.

Background

Causeway Coast and Glens Borough Council has a significant remit with regard to the support, delivery and facilitation of tourism events within the region. The past 18 months have been challenging and have significantly impacted on both Council-led events and those events provided by the third sector.

At the March 2021 Leisure and Development Committee, Elected Members agreed that the Council Events Programme for 2021 would be marked virtually, where possible. To date, this has included Ballymoney Spring Fair, Rhythm of the Bann, Rathlin Sound Maritime Festival, Auld Lammas Fair and Salmon and Whiskey.

A decision on post-September delivery was deferred until later in the year to allow time for monitoring the impact of the pandemic and resulting Covid-19 restrictions on events and mass gatherings. This forms the basis of this report.

Impact of Covid-19 on 2021 Council Managed Events

As per 2020, the majority of Council managed events planned for 2021 have been cancelled in the physical world. This was a direct result of Public Health Agency (PHA) guidance in relation to COVID 19, and in particular as a result of a government ban on events and 'mass gatherings'. The events affected were Ballymoney Spring Fair, Easter Seasonal Programme, Rhythm of the Bann, NW200 Race Week Festival, Rathlin Sound Maritime Festival, Salmon and Whiskey Festival, Seasonal Summer Street Theatre Programme, Summer Fireworks, Summer Entertainment and Auld Lammas Fair.

In 2020, both the Tourism and Recreation Halloween and Christmas programmes were delivered in a virtual format, with content uploaded to the Visit Causeway and Events Facebook pages. Atlantic Sessions was also delivered via a virtual format.

Latest Government Advice/Guidance

COVID 19 related regulations and guidance has been subject to many changes over the last year. Council has received limited guidance on cultural, entertainment and recreational gatherings. Advice states that the event organiser is responsible for carrying out necessary risk assessments and take all reasonable measures to limit the risk of transmission of the coronavirus.

As of 26 July 2021, the latest restrictions from the NI Executive in relation to outdoor gatherings state that the organiser or operator must:

- Carry out a risk assessment if the gathering exceeds 30 people.
- Take all reasonable measures to limit the risk of transmission of the coronavirus.
- If requested to do so by a relevant person, provide:

- a) a copy of the risk assessment and
 - b) an account of the reasonable measures taken.
- Maintain social distancing, as well as good hand and respiratory hygiene practices.

The regulations also state that when travelling to events, spectators should walk, cycle or use private transport, shared only with members of the same household where possible.

The NI Executive has recently issued guidance on conducting risk assessments and this includes examples of mitigation measures.

Event organisers must adhere to the Health and Safety at Work Regulations (Northern Ireland) 2000 and Health Protection (Coronavirus Restrictions) Regulations (Northern Ireland) 2021 in all aspects of event planning and delivery.

The Tourism Events team, working on the advice they have received to date for the NI Executive, Public Health Authority (PHA) / Department for Communities (DfC) and our Environmental Health department, is keen to bring back a strong degree of normality to the Council led event scheduling, whilst being vigilant and taking measures to reduce the potential for any situations that may put the public at risk.

Therefore, moving forward any Atlantic Sessions, Halloween or Christmas events operating in the physical world will be subject to mitigations detailed within the risk assessment, in line with evolving restrictions. Based on UK Government advice, these mitigations may include but are not limited to the following:

- Social Distancing (maintaining spectators within bubbles).
- Ticketed events which are pre-booked.
- Contact Tracing.
- Enhanced COVID stewarding / marshals.
- Queueing systems.
- More time - limited duration events.
- Restricted numbers of spectators at events at any one time.
- COVID-safe programming eg. avoiding close contact programming.
- Enhanced cleansing and sanitisation.

Consultation and Assessment of Event Delivery Options

Officers have continued to liaise and seek advice from various agencies in relation to the potential planning opportunities for Halloween and Christmas events in 2021.

The Tourism Events Team has attended regular meetings with colleagues from other Local Authorities. Feedback and benchmarking has shown that some Councils are planning to reduce / adapt their event programme for Halloween / Christmas in line with COVID restrictions. The detail of this is available in Annex A (circulated).

For Halloween, Atlantic Sessions and Christmas, Officers have considered at the type of delivery that could be possible, based on information, advice, Government restrictions and event planning lead-in times. Internal and external risks have been assessed and these have influenced the type of proposal for each event.

Proposals for Council Managed Events – October to December 2021

Officers are now seeking direction from Elected Members on Halloween, Atlantic Sessions and Christmas event delivery options for 2021. Traditionally Halloween and Christmas are free non-ticketed events in open venues with multiple access and egress points, attracting between 2,000 - 10,000 spectators per event. Atlantic Sessions normally takes place at indoor venues throughout Portrush and Portstewart.

Whilst there is a gradual movement towards further relaxation of restrictions, it is clear that bringing together people, in the form of mass gatherings, will increase the likelihood of spreading COVID19. If Council wishes to return to a degree of normality with the established Event Programme, then significant additional measures must be put in place to reduce the potential for transmission.

With this, significant additional resources will be required in an attempt to reduce any potential impact from the COVID 19 pandemic. The number of spectators for each event will need to be reduced to approximately a quarter of normal capacity and with regard to firework displays, the Tourism Events Team has concerns on how people, are managed outside of the event perimeter. Fireworks events could / should be ticketed and major infrastructure established to ensure social distancing. Council cannot ask for vaccine certification or enforce mask wearing.

Halloween Events scheduled in October 2021

A range of alternative delivery options are outlined below for consideration by Elected Members. It is important to note that the delivery of these events will be dependent on current Government restrictions and advice/guidance from the NI Executive and Public Health Authority. Therefore, any format approved by Elected Members may require change. Additional support and infrastructure will be required depending on which option Elected Members choose.

- Option 1 – Delivery of a Halloween events programme that includes fireworks displays, music, entertainment, onsite performers including storytellers, jugglers, stilt walkers, firepoi, standing statues and trade vendors.
- This will take place at agreed locations at Limavady, Ballycastle, Coleraine and Ballymoney.
- Parade and Fancy Dress Competitions will be discouraged due to the large crowds which these programming elements traditionally attract, as well as

close contact workshops. Amusements will not be possible on site with this option, in order to maximise crowd capacity while maintaining social distancing.

- Risk assessments and mitigation measures to reduce close contact will be required and with this significant additional resources including crowd control barriers and extra stewarding. Whilst Officers will do the utmost, within the resources available, to mitigate for risks it is important that Elected Members are aware that this approach cannot completely mitigate for the risks associated with the Coronavirus pandemic.
- Option 2 – A limited ground programme supplemented by virtual activity. The ground programme will take place as per Option 1, without fireworks, in agreed locations Limavady, Ballycastle, Coleraine and Ballymoney. This will include: amusements, music, entertainment, onsite performers including storytellers, jugglers, stilt walkers, firepoi, standing statues and trade vendors etc.
- Option 3 - Full cancellation of Council led Halloween events.

Atlantic Sessions scheduled in November 2021

Atlantic Sessions is a Council led event that is delivered in conjunction with the hospitality trade in Portrush and Portstewart. The event traditionally takes place in coffee shops, restaurants and bars. The complexities with regard to live music in venues and the fact that Council does not have full control, of how the event takes place in these venues dictates that for 2021 this format should be avoided. Consultation with the local trade has taken place and there is general agreement.

- Option 1 – It is proposed that a Council managed outdoor event takes place at Flowerfield Arts Centre, Portstewart and will be a ticketed concert. It is proposed that Naturally North Coast Market and Taste Causeway food producers will be present at the event. Artists to be confirmed. The necessary infrastructure will be required to be put in place to increase social distancing and mitigate for COVID19. An application for funding to run the Atlantic Sessions event has been made to Tourism NI and a decision is pending.
- Option 2 – Carry out a digital and social media campaign, promoting Atlantic Sessions during the week and broadcasting recorded footage from previous years of the festival.
- Option 3 - Full cancellation of Atlantic Sessions.

Council Managed Christmas Events scheduled in November/December 2021

- Option 1 – Delivery of a Council events programme for Christmas. Subject to NI Executive and PHA guidance and restrictions, it is proposed to partially revert to traditional Christmas activities but with mitigations in place to protect the public and reduce crowd densities. The traditional Christmas

switch on may not be appropriate due to crowd density and activities such as the Santa experience and traditional distribution of selection boxes may also not be appropriate due to the close contact nature of the activity which also attracts large queues. Any on the ground activity will need to be ticketed and strictly controlled with significant stewarding and separation infrastructure.

- If the traditional switch on / Santa experience is not deemed to be safe with mitigations in place, the Events Team will pursue a contingency plan to include a Christmas themed cavalcade travelling through towns on switch - on day and visiting local communities where possible. This would include Santa, the Elves, Christmas - themed characters and the Mayor. Families will be encouraged to stay within their own area where possible. Timing for Christmas Lights switch-ons would need to be coordinated to prevent large crowds gathering. The distribution of selection boxes if deemed safe, may be explored through issue to community groups / schools.

The Tourism Events team will also look at options for pop-up town entertainment in conjunction with the Town Centre team. Town Centre venues will be evaluated in terms of the appropriateness for events and measures put in place to ensure safe access and egress for the public. After risk assessment and again taking NI Executive and PHA advice and guidance, alternative sites may need to be explored and deployed at short notice.

- Option 2 - A short Borough-wide video may be explored with an address to citizens from the Mayor, with footage from across the four main towns. Details of the Christmas lights switch-on will be publicised but not the times, to prevent crowds gathering at town centres.
- Option 3 – Christmas programme of activities is cancelled, with the exception of the Festive Fund.

Table 1 below details the maximum estimated costs to deliver Option 1 across the 3 events.

Table 1:

Event	Date	Budget Requirement 2021
Seasonal Halloween Events x 4	<p>TBC</p> <p>Wednesday 27th - Saturday 30th October</p> <p>Ballymoney - Wednesday 27th</p> <p>Limavady - Thursday 28th</p> <p>Coleraine - Friday 29th</p>	<p>£32,220</p> <p>Plus £20,000 contingency for COVID19 mitigation measures.</p>

	Ballycastle - Saturday 30 th October	
Atlantic Sessions	TBC 19 – 21 November 2021	£20,000 (funded) Plus £5,000 contingency for COVID19 mitigation measures
Seasonal Christmas Light Switch On's (to include Festive Fund)	November and December TBC Ballymoney - 18 th November Limavady - 20 th November Ballycastle - 25 th November Coleraine - 26 th November Portstewart - 27 th November Dungiven - 27 th November Garvagh - 29 th November Portrush - 3 rd December Kilrea - 4 th December	£55,000 (includes Festive Fund and Management Costs £5,000) Plus £15,000 contingency for COVID19 mitigation measures
Total Request	£127,220 plus potentially £20,000 funding for Atlantic Sessions.	

Feedback on Options from Multi Agency Partners

In respect of Halloween fireworks displays, the Events Team has consulted with the Department of Justice (DoJ), who are responsible for the issue of Firework Display licenses in Northern Ireland. A greater level of event planning detail is now required. Examples include details on Risk Assessments, determination of whether or not events should be ticketed and clear evidence that mitigations have been put in place to allow for COVID guidelines.

Consultation with PSNI has also taken place and they have stated that whilst the regulations permit events to be planned, adherence to COVID restrictions must be applied, where relevant.

Next Steps

Further to Elected Members consideration, Officers request that the preferred option for each event is given to allow for immediate planning.

Recommendation

Whilst officers believe that Option 1 in all cases is desirable, Members must be cognisant of the risks.

The Leisure and Development Committee is requested to consider the information in this report and recommend a preferred option for Halloween, Atlantic Sessions and Christmas delivery 2021.

During discussion Committee Members spoke to broadly support option 1 for the planned for Halloween, Atlantic Sessions and Christmas delivery 2021. Concerns were raised regarding how possible changes in COVID regulations may affect the planned events, how staffing levels will be met and the effects of crowds gathering in one area.

Alderman Duddy highlighted that local community groups and sports venues have personnel who steward at events, this is an option the Council could consider utilising.

The Head of Tourism and Recreation responded to alleviate concerns. It was advised Council will continue to work within Government guidelines/legislation to ensure public safety. It was confirmed that other departments within Council and external agencies will be contacted regarding ensuring there would be enough staff for stewarding duties. It was advised that ticketing events was considered to protect the body corporate; that other options in line with current regulations can be investigated.

Proposed by Alderman Duddy
Seconded by Councillor McCaw and

AGREED: To recommend Option 1 for Council Managed Christmas Events scheduled in November/December 2021, Option 1 for Halloween Events scheduled in October 2021 and Option 1 for Atlantic Sessions scheduled in November 2021

- that Council include limited virtual element for individuals who are unable or uncomfortable leaving home;
- That Council does not ticket Council managed events at Halloween in principle and take advice from the Head of Tourism and Recreation who is to provide a report full council and to make an informed decision at that point.

Halloween Events scheduled in October 2021

- **Option 1** – Delivery of a Halloween events programme that includes fireworks displays, music, entertainment, onsite performers including storytellers, jugglers, stilt walkers, firepoi, standing statues and trade vendors.

Atlantic Sessions

- **Option 1** – It is proposed that a Council managed outdoor event takes place at Flowerfield Arts Centre, Portstewart and will be a ticketed concert. It is

proposed that Naturally North Coast Market and Taste Causeway food producers will be present at the event. Artists to be confirmed. The necessary infrastructure will be required to be put in place to increase social distancing and mitigate for COVID19. An application for funding to run the Atlantic Sessions event has been made to Tourism NI and a decision is pending.

Council Managed Christmas Events scheduled in November/December 2021

• **Option 1** – Delivery of a Council events programme for Christmas. Subject to NI Executive and PHA guidance and restrictions, it is proposed to partially revert to traditional Christmas activities but with mitigations in place to protect the public and reduce crowd densities. The traditional Christmas switch on may not be appropriate due to crowd density and activities such as the Santa experience and traditional distribution of selection boxes may also not be appropriate due to the close contact nature of the activity which also attracts large queues. Any on the ground activity will need to be ticketed and strictly controlled with significant stewarding and separation infrastructure.

6. THE AIR SHOW 2022

Report, previously circulated, presented by the Head of Tourism and Recreation.

The purpose of this report is to update Elected Members on the development of a new International Airshow for 2022, to mark the Queen's Platinum Jubilee. This is further to the Notice of at the full Council on 5th January 2021. Officers are requesting a decision on a preferred date and a new proposed location.

Background

At the full Council meeting on 5 January 2021, a Notice of Motion was passed, *'That this Council would develop a new International Causeway Airshow for 2022 to mark the Queen's Platinum Jubilee and explore holding the event every 2 years from 2022. We should make this a key regional event not just for the Borough but for Northern Ireland and therefore explore working in partnership with key partners like the Northern Ireland Office, Ministry of Defense, Department for the Economy, Invest NI and Tourism NI. A project Board involving elected members of no more of 6 by d'hondt should be set up to shape and develop this event along with experts and other key stakeholders.'* Council Officers established an internal working group. In addition, a Project Board with Elected Members has been convened.

International Airshow Event Delivery Group

The Working Group, with direction from the Project Board has developed an outline approach for the coordination and delivery of this event in 2022.

Key designated areas for development include:

- Air activity programme.
- Ground activity programme.
- STEM and Corporate Business Engagement.
- Communication and Media.
- Traffic/Transport/Parking.
- Emergency Planning and Safety.
- Physical Resource Provision, Waste and Cleansing.

Development Issues/Opportunities

The previous air show known as Airwaves Portrush was located on the eastern side of the peninsula in Portrush. Whilst this event was extremely successful, in recent years restrictions on the position of the flight-line imposed by the Civil Aviation Authority, has resulted in a diminished viewing experience for spectators.

The Working Group and Project Board have investigated the option to relocate the venue for the air show to the coastal lands between Portrush and Portstewart. Expert opinion has cited that this will provide a greatly enhanced viewing experience. After scoping and analysis of the site conditions, the Internal Working Group and Project Board recommends that the new location for the air show should be between Portrush and Portstewart.

Proposed Flight / Display Line



Aims of the International Causeway Air Show

The aims of the air show are:

- To celebrate the Queens Platinum Jubilee.
- Drive economic and tourism benefit through attracting visits, bed nights and spend from Northern Ireland's domestic and international target markets/segments through a high-quality, distinctive programme;
- In doing so - extends the tourism season, while delivering an authentic sense of place based on the heritage, culture and landscape of Causeway Coast and Glens.
- To act as a regional event for Northern Ireland which enhances the image, profile and reputation of Causeway Coast and Glens as Northern Ireland's premier rural and coastal tourist destination.
- To act as an economic driver through linkage to the Northern Ireland aerospace industry, providing a catalyst for creativity, innovation and distinctiveness. The event is supported and promoted by partners and stakeholders within and outside the Council.

Proposed Dates

To allow extend the tourism season and provide sufficient time recovery / preparation time following the Lammas Fair, the proposed dates are 10 and 11 September 2022.

Air Show Components - Proposals

Air Activity Programme Proposal

Whilst at an early stage of development, indicative air assets include the following.

- RAF assets including the Red Arrows, the Typhoon and the Battle of Britain Memorial Flight,
- Additional assets from the Royal Navy and Army.
- Civilian Air display teams.

This will be supplemented by further air activities yet to be confirmed:

- Foreign civilian jet teams.
- Applications will be made to Swiss PC7 team, a 9-ship of training aircraft.
- Swedish Air Force Historic Flight - jets such the Viggen, Draken and Lanser.
- Possibility of 'Ultimate Warbirds', a 4-ship of powerful World War 2 fighters.

STEM/Corporate Business Engagement and Sponsorship Proposal

The STEM Village was introduced in 2016 as a means to motivate and enthuse young people to get involved in STEM subjects and proved to be extremely popular with large visitor numbers. Year on year from 2016 to 2019 the STEM marquee increased in size to meet the demand from exhibitors. In 2022, the plan is to build upon this success with a new improved site location to attract

more education and industry exhibitors with a particular focus on the aerospace industry sector.

In 2017 the Corporate Hospitality marquee was used to introduce a Business Engagement Day (BED) on the Saturday of the event for industry with key guest speakers, focussing, but not limited to the aerospace sector. Co-located with the STEM marquee, the success of the BED will be continued to attract key speakers and corporate business guests acting as an economic driver through linkage to the Northern Ireland aerospace industry. This event will attract Invest NI, Ministry of Defence, Department for the Economy and Department for Education representatives.

A full range of sponsorship packages will be available as a means of income generation for the event. Specifically, a single Title Sponsor to headline the air show and key sponsors for the STEM Village and the Business Engagement Day. Additionally, when headline aircraft displays are confirmed, sponsors will be sought linked directly to those displays. Other sponsorship opportunities will be developed as planning progresses throughout 2022.

Air Show Programme – Ground Activity

The proposed Air Show Ground Activity is currently being scoped by the Events Team). The ground layout is geographically more extensive than the previous Airwaves event in Portrush, with multiple viewing points along the Borough's coastline which will need to be safely managed. This enhanced layout presents an opportunity for a larger ground footprint between Portrush and Portstewart maximising the visitor experience, while requiring extensive business and resident engagement to minimise impact e.g. Traffic Management.

The Council ground programme will focus around 7 dedicated viewing locations, where the 'hubs' of entertainment and programming will be based:

- Portrush Ampitheatre / Kerr Street Green (Animation Hub).
- Black Hill - Viewing Area.
- Ballyreagh Main Event Site -No.2.
- Junniper Hill - Event Space and Viewing Area.
- Rinagree - Event Space and Viewing Area.
- The Pitt's - Main Event Site No.1.
- Portstewart - The Crescent Entertainment Hub.

Proposed Ground Activity



Ground programming elements which are currently being considered in these 7 locations include (this is not an exhaustive list):

- Artisan Market.
- Soft Play / Amusements.
- Viewing Areas / Picnic Tables.
- Army and Sea Cadets Demonstrations.
- Emergency Services / Event Control.
- Food Trading.
- Motorhome Parking.
- Park and Ride.
- VIP / STEM.
- RAF / Navy.
- Military Stalls.
- Aviation Heritage Display.
- Ulster Military Vehicle Display.
- Royal British Legion.
- Cool FM / Media Centre.
- Ulster Gliding Club.
- Staging Units / Entertainment.
- Trade and Sponsorship Opportunities.

Communication and Media

The event requires a dedicated marketing and communications resource detailing target markets and agreed technical platforms for selling the event and communicating the wider brand of the Causeway Coast and Glen's area as a visitor destination. As a Council delivered event, PR and communications from a corporate point of view will be factored for. The technical plan and customer reach will be used as a lever to attract key sponsors for the event.

Budget

To be confirmed.

It is recommended that the Leisure and Development Committee gives consideration to:

- (i) A new venue location and flight line.
- (ii) The proposed dates of 10 & 11 September 2022.

To provide further clarity, the Director of Leisure and Development stated the report presented to Committee was to consider a new venue location and flight line and new proposed dates.

In response to questions from Elected Members, the Director of Leisure and Development stated the budget for the previous Air Show was circa £210,000; that to provide a budget for the Air Show in 2022, before consideration of the new location and flight line and new dates, would be speculation.

Alderman Knight McQuillan and Councillor Callan spoke to support the Air Show given the positive economic impact the Air Show has had in the past.

Alderman Hillis expressed concern about the change of location but recognised a change on location in the past still allowed for a successful Air Show. Alderman Hillis queried if there would be an economic downturn in the coastal towns (Portrush and Portstewart) due to the new location of the Air Show.

The Head of Tourism and Recreation confirmed that ground activity elements are still to be confirmed for the coastal towns.

Alderman Duddy expressed support of the Air Show highlighting the positive benefits for the North Coast and Northern Ireland as a whole.

Councillor Nicholl stated he did not support the Air Show based on cost and association.

Councillor McQuillan responded to Councillor Nicholl and detailed that he was not content with the view expressed.

Councillor C McShane proceeded to address the Committee.

Councillor McQuillan raised a Point of Order, Standing Order, no. 18.12 *a Member has been referred to by another Member during a speech and had*

ascribed to him/her an opinion which they feel to be inaccurate, Councillor McQuillan requested an apology.

The Chair ruled Councillor C McShane could continue.

Councillor McQuillan raised a Point of Order, Standing Order 18.12.

The Chair ruled Councillor C McShane could continue to address committee.

Alderman Duddy raised Point of Order; Standing Order 18.12 referred to another Member in a way that is inaccurate and Standing Order 24.5 *A Member shall not use offensive expression in reference to any Member of Council or Council Official*. Alderman Duddy requested that Councillor McQuillan receive an apology from Councillor C McShane. Alderman Duddy called on the Chair to act as he deemed necessary.

The Chair requested that Councillor C McShane retract her statement. Councillor C McShane declined to do so stating she was willing to progress with the discussion. The Chair moved the discussion to the next speaker.

Councillor Bateson requested that it be on record that he was deeply disappointed his proposal a few months ago to re-establish the capital grants fund has been swept to the side and misconstrued, whilst money was being spend on the Air Show instead of providing capital grants funding.

Councillor C McShane requested that it be recorded, for purpose of accuracy, she referred to Alderman Knight McQuillan not Councillor McQuillan.

Proposed by Councillor Callan
Seconded by Alderman Knight McQuillan and

AGREED – to recommend that Council approve

- (i) A new venue location and flight line.
- (ii) The proposed dates of 10 & 11 September 2022.

The Chair put the motion to the Committee to vote
11 Members voted for; 5 members voted against; 0 members abstained
The Chair declared the motion carried

* **Councillor Anderson, having declared an interest, left the Chamber for the duration of the item.**

- * **Councillor McQuillan, having declared an interest, left the Chamber for the duration of the item.**

7. COMMUNITY FESTIVAL FUND

Report, previously circulated was presented by the Head of Community and Culture.

The purpose of this report is to provide the outcome of the assessment of the applications received to the Community Festivals Fund for 2021-22 and to provide recommendations in relation to grant awards to be made through the programme.

Background

The Community Festivals Fund was established in recognition of the positive contribution that festivals can make to communities and to the local economy. A key priority of Department for Communities is 'to enable communities to enhance their quality of life through participation/engagement in culture, arts and leisure activities.' (Department for Communities Community Festivals Fund Revised Policy and Guidance Framework October 2015).

Council receives funding from DfC on an annual basis to operate a Community Festivals Fund which it is required to match. Usually, applications are invited each year in advance of confirmation of DfC match funding to allow sufficient time for preparation of applications and so that successful applicants can be advised of their funding awards in time to plan events. However due to the uncertainty created by the pandemic and the difficulty created for delivering events DfC did not operate a Community Festivals Fund in 2020-21.

Rather than have community organisations apply for funding without being certain that the funding programme would be available again for 2021-22, Council did not open the Fund for applications earlier in the year at the same time as the other annual grants but waited on confirmation from DfC as to whether or not the Fund would go ahead for 2021-22.

Council received notification from DfC on 28th June that they were going to operate the Fund this year and that they were awarding an amount of £28,600 for the Community Festivals Fund which Council would be required to match. Upon receipt of this confirmation of funding, Council Officers moved to open the grant programme for applications. The Fund opened for applications on 19th July with a closing date of 13th August. Applications were invited from organisations that wished to organise festivals and events from 14th October 2021 to 31st March 2022.

An assessment panel of Council Officers assessed the applications received against the criteria as stated in the Guidance Notes for the programme.

Applicants were required to attain a score of at least 65% in order to be recommended for funding, in line with Council’s Grant Funding Policy. An extract from the Guidance Notes for the grant programme, detailing eligibility and assessment criteria, is attached at Annex A (circulated).

Applications Received:

No. of applications received	23
No. of ineligible applicants	3
No. of unsuccessful applications (scoring less than 65%)	4
No. of successful applications (scoring 65% and above)	16
Total value of CFF funding recommended	£21,710

The three applications that were ineligible did not meet the criteria for the Community Festivals Fund Programme.

‘Events must be programmed to be of at least 4 hours consecutive duration and include a range of at least 3 types of activities to suit all sections of the community. It is not enough to simply duplicate the same event on 2 days – the festival must have different activities on each day that it takes place.’

A list of the applications received, the assessment scores and the grant amount recommended are listed in Annex B (circulated).

Detailed feedback will be provided to the organisations whose applications were ineligible or which didn’t score above the threshold and developmental support will be offered to these applicants to source other appropriate funding. A budget of £64,530 was agreed for CFF for 2021-22 with the assumption that an amount of £28,600 would be received from DfC, leaving a budgeted cost to Council of £35,930. Since the Fund is covering festivals for a reduced period of time ie. from mid October to end of March there may be less of a demand for the Fund and as a result a surplus budget may remain.

Additional proposals to utilise underspend

Council will be in a position to utilise 10% of the amount of grant drawn down from DfC towards training costs. This is not usually claimed since the Fund has always been oversubscribed and Council allocates the full DfC award towards grants to community organisations. It is proposed that Council utilise the eligible % allowance of from DfC (£1,085) towards training costs for 2020-21.

In addition, it is proposed that an amount of £4,914 from Council’s budgeted contribution and 10% allowance from DfC (£1,086) is used for:

1. Updating Council’s Community Festivals and Events Guide to include Covid guidance and to provide training to successful applicant groups and any other community groups that wish to avail of it in relation to carrying out Covid risk assessments for gatherings and events. This will result in an actual cost to

Council of £15,770. The remaining budget of £20,161 will be deemed as savings. DfC remaining grant funding would therefore be £16,659.

2. Administer a second tranche/call for applications in October for community festivals taking place up to March 2022, utilising £16,659 underspend from DfC and remaining budget of £20,161 from council (total grant budget available £36,820) – timetable below.

Open for applications	Wed 13 th October
Closing date for submission of applications	Tuesday 26 th October
Report of assessment of applications and recommendations for funding to Leisure & Development Committee	Tuesday 16 th November
Approval at Full Council meeting	Tuesday 7 th December
Issue of Letters of Offer	Wednesday 15 th December

Recommendation

- i. Approve awards for funding through Community Festivals Fund as detailed in Annex B.
- ii. Update Community Festivals and Events Guide to take account of Covid guidance and provide Covid Risk Assessment training for community festival and event organisers.
- iii. Consider advertising for a second tranche of funding in early October using remaining funding from DfC and Council.

The Head of Community and Culture advised that further funding from the Department for Communities was expected, if it was the will of Members to invest in advertising for a second tranche of funding in October, the extra funding could be used for training. It was further advised that feedback from community groups regarding training provided by Council was valuable. The Head of Community and Culture informed Committee the timescale for the processing funding applications was already at the minimum timeframe and could not be shortened.

The Community Development Manager confirmed in 2019/20 that 50 applications were received, 42 of these were successful in securing funding. It was advised that training regarding festivals and events was not something that has been provided in the past, but due to surplus funding this is now an option. It was also confirmed that an update regarding Covid guidance to the Community Festival and Events Guide could be provided as an addendum.

Proposed by Alderman Knight McQuillan

Seconded by Alderman Duddy and

AGREED: to recommend that Council

- (i) Approve awards for funding through Community Festivals Fund as detailed in Annex B
- (ii) Advertise for a second tranche of funding in early October using remaining funding from DfC and Council 3 dependant on 1 and 2
- (iii) Update Community Festivals and Events Guide to take account of Covid guidance and provide Covid Risk Assessment training for community festival and event organisers depending on surplus funding from numbers 1 and 2

8. MUSEUMS SERVICE STORES

Report, previously circulated was presented by the Head of Community and Culture.

To establish storage needs for Council's Museum Collections to reduce carbon footprint, address health and safety issues, provide more suitable medium to long term conditions for storing Council's museum collections, release use of commercial assets at Juniper Hill and improve access to collections for staff, researchers, volunteers and other stakeholders.

Background

Council maintain 5 museum collections across the Borough that hold UK Accreditation Standard for museums. The policies and plans that are required for Accreditation include Collections Development, Learning and Access and Collections Care and Conservation (including storage). These were updated and approved in 2017 and we await updated guidance on the new Accreditation Scheme post COVID. The Collections Care and Conservation across all our museums includes the need to provide a suitable building for the purpose of storing the collections. This policy takes into account the Museums Association Benchmarks in Collections Care.

In 2017 Blueprint Consultancy in their report to Council on OPTIONS FOR MUSEUMS identified that the storage for collections and display equipment was an issue across the Museum Service

In 2018 the Outline Business Case for Ballycastle Museum, adopted December 2018, a recommendation was included to develop a Council wide stores solution.

A Collections store review has now been undertaken by Museum Services with a view to making a recommendation to provide suitable accommodation to store collections and other museum services resources such as display equipment, handling boxes and publications.

An analysis of options are provided in the table in ANNEX C (circulated).

Current Situation

Council Collections

Museum collections develop over time as local families have gifted the legacy Councils and now Causeway Coast and Glens Borough Council, collections relating to the people and places of our Borough. All collections include family items relating to WWI and WWII as well as substantial photographic, folk music, artworks and postcard collections as well as domestic, school, civic, industrial and commercial life across the Borough.

The total number of items is over 46,000 and these are insured for over £1,000,000. Each of the collections have unique stories to reveal and are distinguishable from each other through documentation processes required for UK Museum Accreditation Scheme. Collectively they represent the rich tapestry of human interaction over thousands of years with our spectacular landscape.

For further detail on the development of each collection, please refer to ANNEX A (circulated).

Collections stores facilities across Council

Museum stores house the items not on public display and are sites that staff need to work in on a regular basis.

Causeway Coast and Glens Borough Council have museum stores in ten locations across the Borough. Eight of these hold museum collections and two hold museum display equipment, handling boxes and publications.

The locations of these storage facilities includes Council venues as well as Acorn Industrial Centre Ballymoney. Council venues include purpose built museum stores areas in Ballymoney Museum and Roe Valley Arts and Cultural Centre, general storage in Ballymoney Town Hall, caretaker bungalows in caravan parks and stores depots in Limavady and Ballycastle.

For further details of specific sites, please refer to ANNEX A (circulated).

Current Challenges for Museums Stores

- All Museum Stores are either at or above storage capacity.
- All Collection Stores are unable to meet Health and Safety Standards for working at heights and lifting heavy loads due to lack of space to accommodate appropriate moving equipment.
- Collection stores environment apart from two areas in Ballymoney Museum and the collection store in Roe Valley Arts and Cultural Centre do not have adequate environmental protection for sensitive objects.
- Legacy Council storage of items has resulted in inaccessible storage areas for items e.g. Ballymoney Town Hall store and open storage in Council depots for large robust items.

- Only Ballymoney Town Hall has Museum Services staff on site full time although staff spend some time each week in Coleraine, Ballycastle and Limavady stores working with the collection.
- Geographically dispersed smaller units, results in inefficiencies for environmental controls, security and working with collections.
- Storage in decommissioned caretaker's houses in caravan parks is only a short-term solution and restricts the commercial potential to develop these sites.
- Public requests to research and view items in storage, co curate exhibitions and other resources or to tour the stores cannot be accommodated.

Total current floor space, excluding Ballymoney Museum stores area and Roe Valley Arts & Cultural Centre museum stores, is approx. 200 sq. m. for storage with a requirement for a further 30 sq. metres to accommodate current need. This does not include general circulation, toilets, desk space, lobby or stairs/lift if required.

The current budget for Museum Stores is £13,990.

Further details on the review of storage requirements are contained in ANNEX B (circulated).

Museum Storage Requirements

A synopsis of the requirements for Council's museum collections are as follows:

- Ballymoney Museum and Roe Valley Arts and Cultural Centre museum collection stores will be retained as they are good museum quality stores and support day to day work by museum services staff.
- A centralised storage area of 230 sq. m. (2500 sq. ft.) that provides space for sensitive material to be stored and the more robust items kept separately. Prioritise 90 sq. m. of this space at higher levels of environmental control for the sensitive items.
- Depending on building layout, additional space would be required for circulation, access, loadings, workspace for desk, staff toilet, staff kitchen/facilities. A lift would be required if over more than one floor.
- Maintenance of required temperature, humidity and light levels to appropriate stores areas.
- Vehicular access for vans and staff cars to move items in and out for display, documentation, research, workshops etc.
- Double entrance/Lobby area to manage air exchanges.
- Fire and intruder alarms, preferably with CCTV.

Further details of the museum collections storage requirements are presented in ANNEX A (circulated).

Summary of Options

In view of the storage requirements outline at 5.0, a range of options* have been considered and reflects the current availability within the Council estate and the rental market for appropriate space.

Option 1 Do nothing is not an option due to short term and dispersed nature of the ten locations, health and safety risks to staff and the risks to collection.

Option 2 Shipping containers - this option has been ruled out due to inefficient use of space, services and security, no council site available, separate storage area for large objects required and unsuitable without considerable modification – individual insulation, individual buffer zone etc.

Option 3 Rent an industrial unit and adapt - one off expense of approx. £47000 to provide the environmental conditions necessary. This cost would have to be borne by the council as a tenant with sufficient lead in time to complete additional works. Annual rent including rates approximately £15,000 p.a. plus overheads. The additional net cost to council (taking into account the existing budget) over a 5 year period would therefore be circa £10,410 p.a. plus overheads.

Option 4 Use of Council estate such as Sheskburn House, has been ruled out due to unavailability of space and/or future plans for Council estates.

Option 5 Rent office/retail space is viable and the preferred option with existing controllable heating and lighting as well as suitable access and security. This option would cost approx. Annual rent of circa £26000 p.a including rates, plus overheads based on availability at present. The additional net cost to council (taking into account the existing budget) over a 5 year period would therefore be circa £12,000 p.a plus overheads.

*An analysis of options are provided in the table in ANNEX C (circulated).

Preferred Options Benefits

The benefits of both Option 3 and 5 (Annex C (circulated)) include:

- Collections and other museum resources all in a single location.
- Reduction in carbon footprint – mileage and single source of energy costs.
- Collections care and security improved and all under the control of museum services.
- Health and safety issues in all museum stores addressed.
- Access to collections for staff, volunteers, researchers and other stakeholders improved.
- Release of Council commercial asset at Juniper Hill.
- Efficiencies for management, monitoring and maintaining a single location.
- Medium to long term storage solution secured.

Option 5 has the additional benefit of being ready to move in with no capital investment and is therefore the preferred option. However the anticipated costs over 5 years are similar.

Recommendations

The current museum grade stores in Ballymoney Museum and RVACC are maintained

Approval to secure the rental of a centralised store for at least five years, providing 230 sq. metres of storage space, at an additional cost to the museums budget of £12,000 per annum plus overheads

In response to questions from Elected Members, the Head of Community and Culture highlighted there was a considerable amount of work in relation to the care, conservation and recording of the museum's collections.

The Museum Services Development Manager advised that the collections have been built over a considerable number of years. It would be easier to have one centralised store for accessibility purposes.

During discussion it was considered that it was appropriate to take into account that the collections are made of community items and promoting the fabric of the Borough's history is important.

During discussion Councillor Holmes gave consideration to utilising space within existing buildings for example the main hall in Coleraine Leisure Centre. The Director of Leisure and Development advised that this space was not suitable as it would be detrimental to the work being done in Coleraine Leisure Centre.

Proposed by Alderman Baird
Seconded by Councillor Callan and

AGREED - To recommend that Council provide approval to secure the rental of a centralised store for at least five years, providing 230 sq. metres of storage space, at an additional cost to the museums budget of £12,000 per annum plus overheads.

9. BALLYMONEY ENVIRONMENTAL IMPROVEMENT SCHEME

Report, previously circulated, was presented by SIB Projects Manager.

The purpose of this report is to seek approval from Members to proceed into Stage 1 of the Capital Projects Management Process and appoint an Integrated Consultancy Team (ICT) for the Ballymoney Town Centre Environmental Improvement Scheme.

Background

Following a review of the existing Ballymoney Town Centre Masterplan in December 2020, the Department for Communities (DfC) identified the need for:

‘Comprehensive public realm improvements focused on Main Street, High Street, Charlotte Street and Church Street. Interventions are required to address road safety concerns on Charlotte Street as well as improving movement and linkages between main street and western and eastern quarters, creating a safe and welcoming environment for pedestrians’. This review supports the outcomes of meetings between Council officers and local Councillors in 2016 and 2017 where it was recommended that the scope of any public realm project should include the High Street area of the town centre together with adjacent streets.

To address these issues, DfC have allocated funding of c£1.75m for an Environmental Improvement Scheme in Ballymoney town centre in 2021/22 and 2022/23.

DfC officers have advised that there will be funding assistance of 100% of eligible costs subject to a positive economic approval, a satisfactory consultation process and approval for the scheme from Council. In the unlikely event of an overspend on the scheme Council will have to contribute to this cost but both a realistic optimism bias and strong project management of the scheme will mitigate against this risk.

Current Position

DfC requires Council to commission an Integrated Consultancy Team (ICT) and proceed with completing Stage 1 activities by March 2022 with both a high level concept design and corresponding economic appraisal.

DfC will fund the costs ICT associated with the Stage 1 activities. It is anticipated construction will begin in late 2022 subject to funding and Council approval. The estimated cost of the Stage 1 work to DfC is c£175k. This amount can be offset against the total project funding requirement.

Next Steps

Subject to Council approval, Stage 1 will commence by engaging Council’s Capital Team to appoint an ICT.

It is recommended that Council approves the commencement of the Ballymoney Town Centre EIS with the appointment of an ICT to complete the Stage 1 capital works activities during 2021/22.

Proposed by Councillor McQuillan

Seconded by Councillor Anderson and

AGREED - to recommend that Council approve the commencement of the Ballymoney Town Centre EIS with the appointment of an ICT to complete the Stage 1 capital works activities during 2021/22.

10. THE RURAL SUB-COMMITTEE

Report, previously circulated, was presented the Director of Leisure and Development.

The purpose of this report is to present to Members the Terms of Reference for the proposed Agricultural Sub Committee.

Background

At the October 2020 Leisure and Development Committee, Members approved the following Notice of Motion:

'This council establishes an "Agricultural Sub-Committee" made up from representatives of this council to discuss and promote all aspects of Agriculture within the Causeway Coast and Glens Council area.'

Whilst Council does not have a direct statutory responsibility for agriculture, our statutory functions do operate and apply within the context of the rural economy, environment and community. Therefore, the potential work of the sub-committee is relevant to wider issues relating to the rural economy including tourism, the rural community, council's services and environmental issues.

Furthermore, the scope of the sub-committee could include and give regard to strategic matters including central government (not limited DAERA) policy development, programmes and activities, such as the future development of the successor Rural Development Programme, the Growth Deal and other related investment programmes such as the Levelling Up Fund.

In order to progress as suggested, the proposed title and scope for the sub-committee are reframed accordingly:

Title:

Rural Sub-Committee.

Governance:

Reporting to the Leisure and Development Committee.

Strategic

Policy Framework:

- The Rural Needs Act (Northern Ireland) 2016.

The aim of the Rural Needs Act (NI) 2016 is to improve outcomes for rural dwellers by ensuring that the social and economic needs of people in rural areas are given due regard to by public authorities in their decision making processes and to increase transparency on how public authorities consider rural needs when undertaking their functions.

- Rural proofing in Northern Ireland.

Rural proofing has been a commitment of the Northern Ireland Executive since 2002 and is part of the existing policy-making process across government in Northern Ireland. It is designed to ensure fair and equitable treatment of rural communities so that policies do not have a detrimental impact on rural dwellers.

Consequently, what are the relevant and applicable issues relating to rural matters at both local and central government considering?

- The economic position and the consequence of low-density economies.
- Integrating strategy and policy to address the well-being of dispersed population / communities.
- The complementarity with urban areas i.e. the relationship between the demographic, labour market, public service (including transport) and communication channels.
- Protecting the rural environment.

Operational Matters

Council Services. Consideration of the key council service areas relevant to the rural environment and community.

Government Services. Consideration of the key government service areas relevant to the rural environment and community.

Key Projects. Consideration of the key projects (local / central government) relevant to the rural environment and community.

Grant Programmes

With the conclusion of the RDP (2015-20), how is the successor programmes being developed and how do we prepare for the future programmes focussed on the rural communities?

What are the existing / future grant programmes that benefit the rural environment and community?

It is recommended that a Rural Sub-Committee is established, based upon the revised title and scope outlined in this report.

Members are asked to consider the size and appointment process i.e. D'Hondt or other.

Once the Sub-Committee is convened, detailed Terms of Reference will be tabled for Member's consideration.

The Director of Leisure and Development explained the governance surrounding both Sub Committees and Working Groups, that further advice had been sought from Corporate Services.

The Director of Leisure and Development verbally amended the recommendation:

that a Rural Working Group is established, based upon the revised title and scope outlined in this report.

Members are asked to consider the size and appointment process i.e. D'Hondt or other.

Once the Working Group is convened, detailed Terms of Reference will be tabled for Member's consideration.

Discussion occurred regarding the value of Sub Committees and working groups. It was acknowledged that a considerable amount of the Borough was rural and consideration would need to be given to the needs of rural areas.

In response to questions the Director of Leisure and Development advised that he would confirm the number of Sub Committees and Working Groups with Corporate Services and feedback this information.

During the course of debate it was proposed by Councillor Anderson and Seconded by Councillor Callan that a Rural Working Group was not established.

Proposed by Councillor Nicholl
Seconded by Councillor Bateson

- To recommend that Council establish a Rural Working Group, based upon the revised title and scope outlined in the report; that the working group be open to any Elected Members who wish to join.

Councillor C McShane requested a Recorded Vote.

The Chair put the motion to the Committee to vote.

7 Members voted for; 7 members voted against; 1 member abstained.

The Chair used his casting vote Against and declared the motion lost

Recorded Vote Table

For (7)	Alderman Baird
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	Councillor Bateson, McCaw, MA McKillop, C McShane, Nicholl, Schenning
Against (7)	Alderman Hillis, Knight McQuillan Councillor Anderson, Callan, Holmes, McAuley, McQuillan
Abstain (1)	Councillor Watton

- * **Councillor Schenning, having declared an interest, did not participate in the item.**

11. REDUCING BUREAUCRACY IN GRANT FUNDING

Report, previously circulated, was presented by the Funding Unit Manager.

The purpose of this report is to recommend to Members a Code of Practice for reducing Bureaucracy in Grant Making.

Background

On 10 November 2020 a notice of motion was agreed by the Leisure & Development Committee and approved by full Council on 1st December 2020: "That this Council reviews the application process for Council community grant funding with a view to streamlining the process and ensuring easier access for community organisations. Community organisations across Causeway Coast and Glens report that community grant funding process is extremely demanding and time consuming for often very little sums of money. Our Community Organisations across the area are invaluable to the prosperity of Causeway Coast and Glens and its people and are run by dedicated community volunteers who already have significant demands placed upon them. Council community grants should not be a significant burden to these volunteers who give their time and energy to making this a better place to live and we as a Council should be doing all we can to support them".

Central Governments Code of Practice

The Funding Unit Manager is recommending implementing a Department of Finance approved Code of Practice for Reducing Bureaucracy in Grant Funding to Voluntary and Community Sector Organisations (VCOs).

The Code of Practice was developed in 2015 as a result of a cross departmental project, led by the Department for Social Development (DSD), with a Steering Committee comprising of the Permanent Secretaries of the Department of Finance and Personnel and DSD, the Comptroller and Auditor General and the Chief Executive of the Northern Ireland Council for Voluntary Action. The Committee agreed that the Code of Practice, to be used by all

central government funders, was the best mechanism for addressing bureaucracy in grant funding.

All Northern Ireland departments have indicated their support for the principles contained within the Code which has also been welcomed by the Northern Ireland Audit Office.

All public sector funders outside of central government, such as local councils, are being strongly encouraged to apply the principles, with suitable adjustments for their own context and requirements.

The Code applies to revenue grant funding only. It does not apply to capital funding grants, procurement or to EU funding.

It is recognised that it may be necessary on occasion to depart from applying individual principles for sound business reasons and such departures should be documented.

Aims of the Code of Practice

The aim of the Code is to assist and support those involved in the administration of grant funding.

The Code aims to embed a risk based approach to the administration of revenue grant funding to help streamline funder's procedures, achieve greater consistency and reduce duplication of effort. It is specifically aimed at areas of the process where clear potential for a reduction in bureaucracy was identified.

Overarching Themes

The Code of Practice sets out the overarching themes applicable to revenue grant funding and identifies a number of principles to be applied at various stages of the grant funding process. It also sets out a number of principles when administering lower value grants i.e. small and micro grants. (Small grants are those between £1,500 and £30,000 and micro grants are those below £1,500).

Theme 1 Collaboration - There should be a collaborative approach to revenue grant funding of Voluntary and Community Organisations (VCOs) in order to minimise duplication of effort.

Theme 2 Proportionality - There should be proportionality of effort throughout the revenue grant funding process - when seeking applications for, appraising, awarding, checking, monitoring and evaluating grant funding.

Theme 3 Timeliness - The revenue grant administrative process should be completed in a timely way.

Principles of the Code of Practice

The Code of Practice was developed on nineteen specific principles which are attached as a summary in Annex A (circulated).

Financial Systems and Control Assessment (FSCA)

The FSCA is used to assess the internal financial controls and procedures within a VCO and to determine the level of financial competence of the VCO. Once completed the assessment can be recorded and shared on the Government Funding Database so other funders can use it without having to undertake separate assessments.

While effective financial verification is essential it is important that the level of verification is proportionate to the risk presented by the VCO:

- Where VCOs are rated as “adequate” it reaffirms that the VCO is deemed fit to handle public funds and a funder’s normal verification processes should be applied.
- Where the VCO is rated as “robust” a VCO may be granted easements in terms of the level of financial verification carried out by Council.
- Where a VCO has a proven track record, they should not be routinely subject to a verification check but could form part of a pool of projects which may be chosen for checking as part of a random sample.
- Where a VCO has never received government funding, and has therefore no track record of managing a grant or delivering a project, it would be appropriate to treat them in the same way as an “adequate” rated VCO in respect of the level of financial verification to be undertaken.
- Micro grants are usually claimed by very small VCOs and are typically for equipment, utilities, insurance, venue hire or advertising. As claims are simple and amounts small the recommendation is that grant-aid should be paid in advance or where this is deemed to be particularly risky, on receipt of a claim and its associated invoices, which can be easily and speedily checked.

The FSCA rating is extant for three years after which it is formally reviewed. Should Council have a material concern about the VCO at any time the rating can be re-assessed.

Standard Reporting

Standardising reporting formats or accepting a report which the VCO already prepares for their Board could potentially ease the burden on VCOs whilst still meeting the requirements of Council and external funders.

Project monitoring should be limited, for example, to a few lines on how equipment was used or what a funded event achieved.

Simplifying the Application Process

At the Annual Grant Workshop held on 23 August 2021 Members indicated a desire to reduce the number of application questions in 6 grant programmes. Members further agreed to move to pass/fail criteria in 6 grant programme; detail set out below:

Grant Programme	Application Form	Scoring / Assessment
Community Development Support Grant	Reduce from 5 to 2 questions	Pass / Fail
Social Inclusion Grant	Reduce from 4 to 2 questions	Pass / Fail
Culture, Arts & Heritage Grant	Reduce from 7 to 3 questions	Scored
Creative Practitioners Bursary Scheme	N/A	Pass / Fail
Building United Community Fund	Reduce from 12 to 6 questions	Scored
Youth Creative Skills Bursary Scheme	N/A	Pass / Fail
Christmas Festive Fund	Reduced 1 x question & cost breakdown	Pass / Fail

Town Twinning Fund	Reduced 1 x question & cost breakdown	Pass / Fail
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It is recommended that Elected Members consider the following:

1. Council adopts the DFP Code of Practice for Reducing Bureaucracy in Grant Making.
2. Micro grants (below £1,500) to be paid in advance.
3. Small Grants (£1,500 - £30,000) - 75% of running costs to be paid at the outset of the project with the remainder paid on successful delivery of the project.
4. Council cease carrying out 100% verification on all grant-aid and instead start using Financial Systems and Control Assessment (FSCA). The FSCA is used to assess the internal financial controls and procedures within a Voluntary Community Organisation (VCO) and to determine the level of financial competence of the VCO:
 - a. Where VCOs are rated as “adequate” it reaffirms that the VCO is deemed fit to handle public funds and a funder’s normal verification processes should be applied.
 - b. Where the VCO is rated as “robust” they may be granted easements in terms of the level of financial verification carried out.
 - c. Where a VCO has a proven track record, they should not be routinely subject to a verification check but form part of a pool of projects which may be chosen for checking as part of a random sample.
5. When a VCO is rated “robust” and has multiple grants from Council, a Lead Financial Verifier arrangement be put in place and the expenditure of only one of the projects verified.
6. It is recommended that random sampling is used for organisations with a proven track record.
7. Community Development Support Grant is for annual running costs for VCOs. It is recommended that successful applicants are awarded grant-aid for 3 years as per Principle 2 of the Code.
8. It is recommended that standardised reporting formats are used or accepting a report which the VCO already prepares for their Board.
9. It is recommended to reduce the questions in applications forms as referenced in Section 9.
10. It is recommended to replace the scoring of 6 x grant programmes outlined in Section 9 with pass/fail criteria.

In response to questions from Elected Members, the Funding Unit Manager advised the Community Festival Grant was not included in the report as the criteria for this grant is set by the Department for Communities. As there are nine specific criteria which need to be met for this fund it is deemed appropriate that the pass/fail scoring is not applied to this grant.

Proposed by Councillor McQuillan
 Seconded by Councillor MA McKillop and

AGREED – to recommend that Council

1. Adopts the DFP Code of Practice for Reducing Bureaucracy in Grant Making.
2. Micro grants (below £1,500) to be paid in advance.
3. Small Grants (£1,500 - £30,000) - 75% of running costs to be paid at the outset of the project with the remainder paid on successful delivery of the project.
4. Cease carrying out 100% verification on all grant-aid and instead start using Financial Systems and Control Assessment (FSCA). The FSCA is used to assess the internal financial controls and procedures within a Voluntary Community Organisation (VCO) and to determine the level of financial competence of the VCO:
 - a. Where VCOs are rated as “adequate” it reaffirms that the VCO is deemed fit to handle public funds and a funder’s normal verification processes should be applied.
 - b. Where the VCO is rated as “robust” they may be granted easements in terms of the level of financial verification carried out.
 - c. Where a VCO has a proven track record, they should not be routinely subject to a verification check but form part of a pool of projects which may be chosen for checking as part of a random sample.
5. When a VCO is rated “robust” and has multiple grants from Council, a Lead Financial Verifier arrangement be put in place and the expenditure of only one of the projects verified.
6. It is recommended that random sampling is used for organisations with a proven track record.
7. Community Development Support Grant is for annual running costs for VCOs. It is recommended that successful applicants are awarded grant-aid for 3 years as per Principle 2 of the Code.
8. Standardised reporting formats are used or accepting a report which the VCO already prepares for their Board.
9. Reduce the questions in applications forms as referenced in Section 9.
10. Replace the scoring of 6 x grant programmes outlined in Section 9 with pass/fail criteria.

12. GRANTS GOVERNANCE PANEL

Report, previously circulated, was presented by the Funding Unit Manager.

The purpose of this report is to recommend to Members the establishment of a Grant Governance Panel.

Background

The Funding Unit was established in October 2015. The strategic function of the Unit is to provide funding support services which includes corporate management & administration of Council’s Grant Funding programmes. The Funding Unit is a central processing unit for grant applications and has

responsibility for managing the grant assessment process, the development of grant funding policy and the annual review of grant programmes and policy. Council's grant funding policy sets out a framework for the processing of grants. The overall aim of the funding process outlined in the policy is: "To have a consistent, customer focused process with relevant assessment and evaluation procedures with appropriate appeal and monitoring systems in place".

Elected Members have requested that officers give consideration to ways in which they can have involvement in the grant assessment process. The current process used is as follows:

- Grant applications are received by the Funding Unit via the online Funding Hub.
- Funding Unit undertake stage 1 eligibility checks on all applications to assess an organisations suitability to receive public funds.
- Grant Assessment panels, comprising Officers from relevant service areas and Funding Unit staff undertake the assessment and scoring of applications.
- A report on the outcome of the assessment process is taken to the Leisure & Development Committee and then to full Council for approval.

Grant Assessments in 2020-21

In the 2020-21 Grant Funding Period the funding Unit administered 24 Grant programmes compared to 14 in the previous year:

- 1354 applications totalling £3,364,013 were received and processed compared to 389 applications totalling £1,244,665.76 in the previous year.
- 1354 stage 1 eligibility checks were undertaken (compliance & governance - constitutions checked and verified; accounts checked).
- 1354 applications were assessed and scored.
- 1055 applications were successful.
- 1055 letters of Offer issued to date totalling £1,828,389 compared to 279 totalling £800,646.80 in previous financial year.

Due to the increased volume of applications in 2020 and the need to ensure grant-aid was delivered quickly to support the community response to Covid-19, the grant assessment process was adapted, moving from officer assessment panels to individual grant assessments being carried out by officers from the relevant service areas – the assessments were reviewed by the Funding Unit to ensure accuracy and consistency across all assessments.

This process has worked well, is much more efficient and has hugely reduced the staff time spent in assessment panels.

The Grant Assessment Process

Grant applications will continue to be assessed by Officers with knowledge of the programme requirements and subject area. The Grant Governance Panel will review the assessments and scoring. At the Elected Members Workshop held on 23 August 2021 it was agreed that the process used to oversee the assessment and scoring of the recent NI 100 Grant programme worked well and is a model is relevant for the Grant Governance panel.

Proposed Role of the Grant Governance Panel

The role of the Governance Panel is proposed to have two separate oversight elements:

a. Strategic Oversight.

The panel will review policy, programmes, eligibility criteria and management of risk. This is generally done on an annual basis through the annual Members review workshop, it may now be appropriate for the panel members to be first part of this process.

b. Validation Function.

The panel's role is to ensure that the assessment and scoring of applications has been undertaken in an appropriate fashion and to provide validation of the scoring and the overall process. During the pilot phase it is envisaged that one grant programme will be selected for inclusion in this process.

Grant Governance Panel Membership

The purpose of the panel is not to make decisions about individual grants, but rather to ensure that the process used to assess grant applications is fair, objective and equitable, aligned to the Council's wider strategic and corporate objectives.

To do this, panel members should have a sound understanding of the Council's overarching grant programmes and alignment to the Council's wider corporate priorities and governance requirements.

It is recommended that a Grant Governance Panel is established, based upon the principles outlined in this report.

Members are asked to consider the size and appointment process i.e. D'Hondt or other.

Once the Panel is convened, detailed Terms of Reference will be tabled for Member's consideration, including the inclusion of a pilot programme for the 2021 / 2022 period.

Councillor Holmes expressed dissatisfaction with the proposal of another group.

Proposed by Councillor McQuillan

Seconded by Councillor MA McKillop

and

AGREED – to recommend that Council approve that a Grant Governance Panel is established, based upon the principles outlined in this report;
 The size and appointment process 6 Members by D’Hondt;
 Once the Panel is convened, detailed Terms of Reference will be tabled for Member’s consideration, including the inclusion of a pilot programme for the 2021 / 2022 period.

The Chair put the motion to the Committee to vote.
 8 Members voted for; 6 members voted against; 0 members abstained.
 The Chair declared the motion carried.

13. SWB ESSENTIAL MAINTENANCE WORKS

Report, previously circulated, was presented by the Director of Leisure and Development.

The purpose of the report is to update Members on priority works / maintenance / repair required at Sport & Wellbeing Facilities and seek approval for expenditure of more than £10k at a number of sites / facilities.

Background

In October 2020 and February 2021, Members approved priority works / maintenance / repair projects which had been identified as requiring prompt action in order to enhance or restore facilities for the health and wellbeing of Council’s citizens. Further works have been identified and will be detailed in this report.

Priority Projects as at August 2021

Priority projects which exceed the threshold of authorised spend and are summarised as follows:

Serial	Project	Estimated Cost
1	Rasharkin Community Centre – Additional Lighting	£18k
2	Roe Valley Leisure Centre – Replacement of Cold Water Storage Tank	£55k
3	Jim Watt Sports Centre – Repairs to Main Hall Roof	£20k
Total Estimated Cost		£93k

Project Details

The Priority Projects which exceed the threshold for authorised spend of £10k are detailed below;

Rasharkin Community Centre – Additional Lighting

Rasharkin Community Centre and associated facilities including a soccer pitch, play park, MUGA and car parking occupies a considerable site footprint. In October 2020 Members approved additional lighting to the value of £14k within the grounds of Rasharkin Community Centre. This lighting covered the external perimeter footpath around the facility, providing a safe space for families and residents of the area.

Further lighting requirements have been identified which will illuminate the pathway between the Community Centre and the play park, as well as enhancing the external building lighting around the Community Centre. The associated additional costs of the works are circa £18k.

Roe Valley Leisure Centre – Replacement of Cold Water Storage Tank

During routine inspection of the cold water storage tank at Roe Valley Leisure Centre, concerns were raised regarding the condition of the inside of the tank. Further examination found the internal coating of tank was beginning to delaminate. This delamination has the potential to compromise the quality of the water presenting increased risks of the formulation of Legionella.

Consultants have advised that the replacement of the existing tank is required to ensure the water supply to the Centre is fit for purpose.

The associated costs for the replacement of the cold water storage tank is circa £55k.

Jim Watt Sports Centre – Repairs to Main Hall Roof

Repair works have been completed to the roof of the Fitness Suite at Jim Watt Sports Centre as per information item presented at Leisure and Development in October 2020. Similar works are now required on the roof of the main Sports Hall at the Centre due to water ingress. Currently during any periods of wet weather, the roof will leak resulting in the floor becoming wet and slippery and thus presenting a Health and Safety risk to the users. This ultimately means that staff need to close the Hall at these times to ensure user safety.

The associated costs of the repairs to Jim Watt Sports Centre Roof are circa £20k.

Budget

The budget from which the cost will be allocated is the 'Estates Life Cycle Budget', which is the annual budget set aside for capital expenditure for the repair / renewal / upgrade works of Council facilities.

Next Steps

Subject to Council's agreement, Sport and Wellbeing and Council's Estates department will aim to complete the works within a 6 month period of Council's decision.

Recommendation

Members are requested to approve the expenditure of £93k for the projects listed in this report.

The Director of Leisure and Development confirmed the warranty for the Jim Watt Sports Centre? roof had expired.

Proposed by Councillor McQuillan
Seconded by Councillor Holmes and

AGREED – to recommend that Council approve the expenditure of £93k for the projects listed in this report.

14. REVITALISE COLERAINE

Report, previously circulated, was presented by the SIB Project Manager.

The purpose of this report is to update Members on proposals from the Department for Communities (DfC) to provide funding for Coleraine Town Centre Revitalise Scheme.

Background

Revitalise Schemes are funded by DfC and administered by Council's Physical Regeneration team. Revitalise offers grant-funded assistance to business / property owners to enhance and upgrade their building frontages to help stimulate interest and appeal to shoppers and visitors, reinvigorate their businesses, improve the visual quality of the retail streetscape, and generate interest in vacant properties for new business start-ups.

Revitalise projects have been rolled out in all of the six towns of the Borough in various phases over a number of years; and a Rural Revitalise Scheme to support post-Covid business recovery is currently underway in 10 rural towns/villages (based on 1,000 settlement number) through funding allocated by Department of Agriculture, Environment and Rural Affairs (DAERA).

Current Position

DfC have allocated funding for a Coleraine Revitalise Scheme in 2021/22; specifically targeting areas within the town centre that have not previously been included in a scheme. In advance of submitting an application to DfC for

funding, Officers will establish the need and demand from retailers as well as identify proposed town centre locations.

The indicative level of funding is £150k in the current financial year; with a grant cap for applicants likely to be £5k.

Note: There is the possibility of three tranches of funding to roll out a grant programme over three phases, the first to be implemented 2021/22 and two subsequent schemes in 2022/23 and 2023/24.

Next Steps

Officers will undertake the following:

- Scope out business premises / owners in the Coleraine town centre retail area and issue EoI forms;
- Review existing Coleraine town centre business and public perception surveys;
- Consult with stakeholders regarding plans;
- Submit application for funding to DfC;
- Issue invitation to apply for grant assistance to business / property owners in the agreed area. Note: Applicant will apply 'at risk' until funding has been confirmed from DfC;
- Form a Steering Group consisting of Elected Members, town centre stakeholders, business representatives and Council officers to consider applicants' request for grant funding; and
- When funding is confirmed formal Letters of Offer will be issued to applicants.

Further update reports will be brought to Leisure and Development Committee at key milestones.

In response to questions the SIB Project Manager advised that the scheme is a continuation of what is currently in place and will be completed in the current financial year.

15. CORRESPONDENCE

There was no correspondence to report.

16. MATTERS REPORTING TO THE PARTNERSHIP PANEL

There are no matters to report to the Partnership Panel.

17. CONSULTATIONS

There were no consultations to report.

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Councillor Anderson
Seconded by Councillor McQuillan

AGREED – to recommend that Council move, 'In Committee'.

- * **Press and Public were disconnected from the meeting at 10:23pm**

The information contained in the following item is restricted in accordance with Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014

The Chair read the following statement:

Members, I would remind you that this session is being audio recorded in line with Council's guidance. You are reminded that there should be no other persons present who are not entitled to be - either hearing or seeing consideration of such items, and/or recording the proceedings. Failure to comply could be in breach of Code of Conduct responsibilities. You are reminded that you are personally responsible for any comments that you make.

18. CARRICK DHU TOURING PITCHES

Confidential report, previously circulated, presented by the Head of Tourism and Recreation.

The purpose of this report is to seek Elected Members approval to advance to Stage 3 of the Councils Capital Investment process (presentation of tender report and appointment of contractors) on infrastructure improvements for the touring caravan pitches at Carrick Dhu Holiday and Leisure Park, Portrush.

Recommendations

The Leisure and Development Committee is asked to recommend the approval for Council Officers to advance to and complete on Stage 3 of the capital works capital works management process, (approval of winning contractor and management of the capital works contract). An investment decision for the amount of £243,873.15 excluding VAT to appoint Northstone (NI) Ltd to complete on the project is required.

Proposed by Alderman Hillis
Seconded by Coucillor McCaw and

AGREED: to recommend that Council provide approval for Council Officers to advance to and complete on Stage 3 of the capital works capital works management process, (approval of winning contractor and management of the capital works contract). An investment decision for the amount of £243,873.15 excluding VAT to appoint Northstone (NI) Ltd to complete on the project is required.

19. APPOINTMENT OF FIREWORKS SUPPLIER

Confidential report, previously circulated, presented by the Head of Tourism and Recreation.

The purpose of this report is to seek Council approval to procure a contract for delivery of pyrotechnic services and fireworks displays for Council led tourism events.

It is recommended that the Leisure and Development Committee recommends to Council the appointment of Nemesis Pyrotechnics Ltd to provide services for display of fireworks/pyrotechnics as part of the Council's event portfolio. The duration of contract is for one year with the possibility to extend for a further 2 years, reviewed annually and subject to delivery of services within the terms of the contract.

Proposed by Councillor Anderson
Seconded by Councillor MA McKillop and

AGREED: to recommend that Council appoint Nemesis Pyrotechnics Ltd to provide services for display of fireworks/pyrotechnics as part of the Council's event portfolio. The duration of contract is for one year with the possibility to extend for a further 2 years, reviewed annually and subject to delivery of services within the terms of the contract.

20. ANY OTHER RELEVANT BUSINESS NOTIFIED IN ACCORDANCE WITH STANDING ORDER 12. (O)

21.1 Update on progress of top 10 projects in the Capital Project Programme (Alderman Duddy)

Committee received a report on 15th June in respect of the Capital Project Programme, could committee receive a further update as to progress on the top 10 projects which agreed in 2017?

The Director of Leisure and Development provided an update in respect of the progress of projects in the Capital Project Programme. The Director of Leisure

and Development confirmed that the information could be shared with Committee Member via email.

MOTION TO PROCEED ‘IN PUBLIC’

Proposed by Councillor Anderson

Seconded by Councillor Schenning and

AGREED – to recommend that Council move ‘*In Public*’.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 10:58pm

Chair