



**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING
TUESDAY 27 JUNE 2023**

No	Item	Summary of Key Recommendations
1.	Apologies	Councillor Wallace
2.	Declarations of Interest	None
3.	Corporate Policy and Resources Committee Terms of Reference	To recommend that Council adopts the Terms of Reference as set out in this report
4.	Minutes of Corporate Policy and Resources Committee Meeting held 20 April 2023	Confirmed as a correct record
5.	Performance Improvement Objectives 2022/23 update	Noted
6.	Request to host a NILGA Executive Meeting	To recommend that the Corporate Policy & Resources Committee approves the request from NILGA to host the NILGA Executive Meeting on Friday 11th August 2023 in The Council Chamber, Civic Headquarters, catering costs to be met by NILGA
7.	Request from Zomba Action Project to fund a Delegation meal in Zomba	To recommend that Council approves the request from Alderman Boyle to host a meal in Zomba for 25 people at a total cost of £380.00,

		<i>via the transaction of a donation to Zomba</i>
8.	Annual Battle of the Somme Remembrance Parade and Service at Knockagh	<i>To recommend to Council that retrospective approval is granted for any Elected Member to attend the Parade and Service and that attendance during the current Council term is considered an approved duty for reimbursement of travel and subsistence costs</i>
9.	Rural Needs Annual Report	<i>Noted</i>
10.	Business Plans	
10.1	Policy and Community Planning	<i>To recommend that Council approves the Policy and Community Planning Business Plan</i>
10.2	OD/HR	<i>To recommend that Council approves the OD/HR Business Plan</i>
10.3	Democratic and Central Services	<i>To recommend that Council approves the Democratic and Central Services Business Plan</i>
10.4	Performance	<i>To recommend that Council approves the Performance Business Plan</i>
11.	Land and Property Report	
11.1	Covid Recovery Small Settlements Regeneration Programme (CRSSRP) for the settlements of Gortnaghey	<i>To recommend that Officers should pursue a Deed of Consent with all landowners and financial institutions as the correct</i>

		<i>approach in this case AND To recommend to Council that once the Deed of Consent is complete, no contract works will begin until a maintenance agreement is in place.</i>
12.	Conferences	
12.1	NILGA Regional Induction Programme	<i>To recommend that Council contributes £1,100 + VAT towards the NILGA Regional Induction Programme 2023</i>
13.	Consultations	None
14.	Correspondence	None
15.	Matters for Reporting to the Partnership Panel	None
	<i>In Committee (Items 16-18.1 inclusive)</i>	
16.	Leisure VAT claim	<i>To recommend that Council agrees to the withdrawal of the compound interest claims in respect of Ballymoney, Coleraine, Limavady and Moyle Councils and that the Chief Finance Officer be authorised to sign the appendices on Council's behalf</i>
17.	Procurement reports	
17.1	Firewall Security ICT	Noted
17.2	OD/HR Renewals	Noted
18.	Minutes of the Land and Property Sub Committee meeting held Wednesday 7 June 2023	<i>To recommend that the Minutes of the</i>

		Land and Property sub Committee meeting held 6 April 2023 are adopted and recommendations therein approved excluding items 8.4 and 8.6
18.1	Bayview Café, Ballycastle (Minute Ref: Item 8.6 Bayview Café, Ballycastle – Update of Market Lease Tender)	To defer a decision on L&P Agenda Item 8.6 until legal advice is provided on the implications of Council withdrawing from the current tendering process and instead disposing of the assets
18.2	Limavady, Roe Valley Arts and Cultural Centre – Easement Request and Purchase of Lands (Minute Ref: Item 8.4 Limavady, Roe Valley Arts and Cultural Centre – Easement Request and Purchase of Lands Ref 04/22/E)	To defer a decision on L&P Agenda Item 8.4 to allow Council staff to gather further information on the project involved
18.3	Use of a Room Within a Council Building – Bereaved Suicide Service (Minute Ref: Item 6 Request for Use of Council Land/ 6.1 Request to Use Council Land / (i) Reference – 09/23)	To defer a decision until the possibility of Coleraine Town Hall as an alternative venue is examined
19.	Any Other Relevant Business (notified in accordance with Standing Order 12(o))	
19.1	That Council look into who has responsibility for maintenance of the pathway between Coleraine Road and Ramoan Road, Ballycastle.	To recommend that the Council's legal service is instructed to request that the solicitors for the legacy Moyle District Council investigate the ownership of the pathway between Coleraine Road and Ramoan Road, Ballycastle

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
CORPORATE POLICY & RESOURCES COMMITTEE
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS,
AND VIA VIDEO-CONFERENCE ON
TUESDAY 27 JUNE 2023 AT 7.00PM**

In the Chair: Councillor Nicholl (C)

Present: Alderman Boyle (C), Coyle (C), Fielding (C), Knight-McQuillan (C)

Councillor C Archibald (C), Huggins (C), Jonathan McAuley (C), McCully (C), McShane (R), Peacock (R), Storey (C), Watson (C), Watton (C), Wilson (C)

Non-Committee

Members Present: Councillor McGurk (R)

Officers Present: David Jackson, Chief Executive (C)
Aidan McPeake, Director of Environmental Services (C)
David Wright, Chief Finance Officer (C)
Julienne Elliot, Town and Village Manager (C)
Pauline Donaghey, Democratic and Central Services Manager (R)
Jonathan McCarron, Performance Manager (R)
U Harper, Committee and Member Services Officer (C)

In Attendance: A Lennox, Mobile Operations Officer (C)
C Thompson, ICT Officer (C)

Press (1 No) (R)

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

The Chair advised Committee of its obligations and protocol whilst the meeting was being audio recorded, and with the remote meetings protocol.

The Chief Executive undertook a roll call of committee members present and determined that the meeting was now quorate.

***Councillor Watson joined the meeting in the Chamber at 7.03 pm**

1. APOLOGIES

Apologies were recorded for Councillor Wallace.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. CORPORATE POLICY AND RESOURCES COMMITTEE TERMS OF REFERENCE

Report, previously circulated, was presented by the Chair.

Purpose of Report

The purpose of this report is to review the existing Terms of Reference for the Corporate Policy and Resources Committee and to seek approval for a revised Terms of Reference as set out below.

Council agreed Terms of Reference for the Corporate Policy and Resources Committee in June 2019, attached at Appendix 1 for information.

Corporate Services Directorate, Performance Services and Legal Services all report through the Corporate Policy and Resources Committee.

The Terms of Reference have been reviewed and revised in line with good practice/governance and to ensure consistency with Terms of Reference with other Committees.

Background

Scope

Causeway Coast and Glens Borough Council decided to utilize the traditional committee system as its preferred form of governance and, as a result, a number of Committees were created to progress the work of the new Council from 1st of April 2015.

The Corporate Policy and Resources Committee (“the Committee”) will be responsible for recommending to Council the key decisions and actions required to be taken specifically in relation to the work of the Corporate Services Directorate, Performance Services and Legal Services.

This will include:

- The future development of the organisational structure for the Corporate Services Directorate, Performance and Legal Services;
- Overseeing the delivery of any relevant service strategies for the Corporate Services Directorate, Performance and Legal Services, and making appropriate recommendations to Council;
- Recommending to Council, relevant policies and procedures for the Corporate Services Directorate, Performance and Legal Services;
- Monitoring and reviewing business and service delivery plans for the Corporate Services Directorate, Performance and Legal Services;
- Recommending to Council the establishment of external partnerships where considered relevant to the role of the Corporate Services Directorate, Performance and Legal Services;

- Making recommendations to Council regarding Capital Projects by the Corporate Services Directorate, Performance and Planning and monitoring the implementation of any capital projects by the Corporate Services Directorate, Performance and Legal Services;
- Making recommendations to Council and monitoring funding sources and mechanisms to assist with various initiatives, projects and actions within the remit of the Corporate Services Directorate, Performance and Legal Services;
- Recommending to Council the resolution of any associated issues;
- Considering the resource implications of any recommendations.
- Consider recommendations from the Land and Property Sub-Committee in relation to matters dealt with by the Sub-committee under its Terms of Reference, and then make recommendation to full council.
- Consider reports from working groups, and make recommendation to full council.

Membership

The Committee is comprised of the sixteen Elected Members appointed to the Committee using the quota greatest remainder formula. Members may be required to represent the Committee and Council at pertinent consultation and capacity building events.

Chair

The Committee will be chaired according to the D'Hondt formula for positions of responsibility. In the absence of the Chair, the Committee will be chaired by the Deputy Chairperson. In the absence of the Deputy Chairperson, a Chair for the meeting will be agreed by the Members present.

Meetings

Meetings of the Committee will be held on the fourth Tuesday of each month at 7.00pm except when this falls within a recess period agreed by Council.

All meetings of the Committee will be governed by the Council's Standing Orders and the Local Government Code of Conduct for Councillors.

Sub-Committees and Working Groups

The Committee has the facility, if it so wishes, to establish and appoint any number of Sub-Committees and Working Groups it deems necessary to consider in more detail the work of the Committee concerning specific issues related to the Corporate Services Directorate, Performance and Legal Services. The following are Sub-Committees of Corporate Policy & Resources Committee: Land and Property, Coronation Sub-Committee. The following are working groups which report to the Committee: Elected Member Development Working Group, Twinning Working Group, Women's Working Group.

Communication and Reporting

The Minutes of the Committee will be presented at each meeting of Causeway Coast and Glens Borough Council by the Chair of the Committee.

Recommendation

It is recommended that the Terms of Reference as set out in this report are adopted.

Proposed by Alderman Knight-McQuillan
Seconded by Councillor Wilson

AGREED – to recommend that Council adopts the Terms of Reference as set out in this report.

4. MINUTES OF CORPORATE POLICY AND RESOURCES COMMITTEE MEETING HELD THURSDAY 20 APRIL 2023

AGREED – The Minutes of the Corporate Policy and Resources Committee meeting held Thursday 20 April 2023 were confirmed as a correct record.

5. PERFORMANCE IMPROVEMENT OBJECTIVES 2022/23 UPDATE

For information report, previously circulated, was presented by the Chair.

Purpose of Report

The purpose of this report is to present to Elected Members for information an end-year update on progress against Council's 2022/23 Performance Improvement Objectives.

Background

These 5 Improvement Objectives for 2022/23 were agreed by Council in June 2022 and form part of Council's Performance Improvement Plan for 2022/23.

Council is committed to regular reporting on Objectives such as these, and furthermore more information will be provided on these Objectives within the Council's annual Self-Assessment of Performance Report in September 2023.

Recommendation

It is recommended that Elected Members note the updates as set out in Appendix 1 (circulated).

Councillor McShane expressed concern regarding permanent staffing numbers in Estates and Operations as detailed under performance objective number four.

The Director of Environmental Services acknowledged that there have been issues with recruitment of permanent staff in these areas. He advised that this is being prioritised, and that the delivery of service has not been impacted as agency staff remain in the workforce.

The Committee NOTED the report.

6. REQUEST TO HOST A NILGA EXECUTIVE MEETING

Report, previously circulated, was presented by the Chair.

Purpose of Report

The Purpose of the report is to present a request from the Northern Ireland Local Government Association (NILGA) to host the NILGA Executive Meeting on Friday 11 August 2023 from 10.00am-12.30pm.

Background

Correspondence has been received from NILGA advising that NILGA circulate Executive Meetings around Council areas. NILGA has requested whether Council can accommodate the NILGA Executive Meeting in August 2023.

NILGA requirements

NILGA require the undernoted arrangements in place for their meeting to be held in Causeway Coast and Glens on Friday 11 August 2023:

- Meeting room for up to 25 in-person attendees from 9.30am for set-up;
- Capability for audio/visual set-up to enable remote access for virtual attendees.

Cost to host NILGA

Whether Council are minded to approve the request or otherwise, due to the request for a hybrid meeting set-up, Officers would recommend Council consider the use of The Council Chamber for this meeting.

Civic Facilities have advised there is no room charge for the use of The Council Chamber and supply of tea/coffee. IT staffing assistance will be required for the meeting setup from 9.00am-1.00pm and one Democratic Services staff member in attendance to oversee arrangements.

NILGA will meet the cost of the catering.

Recommendation

It is recommended that the Corporate Policy & Resources Committee approves the request from NILGA to host the NILGA Executive Meeting on Friday 11th August 2023 in The Council Chamber, Civic Headquarters, catering costs to be met by NILGA.

Proposed by Alderman Knight-McQuillan

Seconded by Councillor Wilson

AGREED – to recommend that the Corporate Policy & Resources Committee approves the request from NILGA to host the NILGA Executive Meeting on Friday 11th August 2023 in The Council Chamber, Civic Headquarters, catering costs to be met by NILGA.

7. REQUEST FROM ZOMBA ACTION PROJECT TO FUND A DELEGATION MEAL IN ZOMBA

Report, previously circulated, was presented by the Chair.

Purpose of Report

The purpose of this report is to present a request from Alderman Yvonne Boyle, on behalf of Zomba Action Project (ZAP), for Council to host a meal in Zomba in August 2023, for approximately 25 people at a total cost of £380.00.

Background

Correspondence has been received from Alderman Yvonne Boyle advising Zomba Action Project (ZAP) are planning a visit to Zomba in August 2023.

The delegation will consist of Alderman Yvonne Boyle, Paul Snelling, ZAP Secretary, and three members of Hazelbank Presbyterian Church, who have raised money for a Children's Centre in Zomba.

Alderman Yvonne Boyle has stated that, in addition to other ongoing challenges, Malawi and the Zomba area have suffered from recent flooding caused by tropical storms.

Previous Funding

In 2018 a similar request for funding was granted via a former councillor, who was a Council representative on the Zomba Action Project.

Council Appointments to Zomba Action Project

Through its External Appointments process, Council has 4 nominations to Zomba Action Project. At the time of writing this report, they are 1 no. Alliance (Alderman Yvonne Boyle), 1 no. SDLP and 2 vacant positions.

Detailed costs

The cost of the meal has been broken down as follows:
25 people @ £10 per person + £5 soft drink per person
= £375.00

Total £380 request for funding

Recommendation

It is recommended that that the Corporate Policy & Resources Committee consider the request from Alderman Boyle to host a meal in Zomba for 25 people at a total cost of £380.00, via the transaction of a donation to Zomba.

Proposed by Alderman Knight-McQuillan
Seconded by Councillor McCully

AGREED – to recommend that Council approves the request from Alderman Boyle to host a meal in Zomba for 25 people at a total cost of £380.00, via the transaction of a donation to Zomba.

Alderman Boyle thanked the Committee for agreeing to support this event.

8. ANNUAL BATTLE OF THE SOMME REMEMBRANCE PARADE AND SERVICE AT KNOCKAGH

Report, previously circulated, was presented by the Chief Executive.

Purpose of Report

The purpose of this report is to consider Elected Member representation at the Annual Battle of the Somme Remembrance Parade and Service at Knockagh, Carrickfergus.

Background

The invitation (circulated) from Mid & East Antrim Borough Council to attend the Annual Battle of the Somme Remembrance Parade and Service at Knockagh War Memorial, Carrickfergus on Sunday 25th June was received on 7th June.

This is an annual event on the last Sunday in June, with 4-6 Elected Members attending each year. It is customary for any Elected Member who wishes to attend to be robed and for a wreath to be laid on behalf of Council.

The Parade and Service is followed by a light lunch at the Museum & Civic Centre, Carrickfergus, attendance at which is optional.

Given the short turnaround time, the invitation has been circulated by email to Elected Members, should they wish to attend.

Recommendation

It is recommended that retrospective approval is granted for any Elected Member to attend the Parade and Service and that attendance during the current Council term is considered an approved duty for reimbursement of travel and subsistence costs.

Alderman Fielding stated that the event should continue to be officially recognised by the Council as it commemorates those in County Antrim who served in two World Wars.

Proposed by Alderman Fielding
Seconded by Councillor Jonathan McAuley

AGREED – to recommend that retrospective approval is granted for any Elected Member to attend the Parade and Service and that attendance during the current Council term is considered an approved duty for reimbursement of travel and subsistence costs.

9. RURAL NEEDS ANNUAL REPORT

For information report, previously circulated, was presented by the Chair.

Purpose of Report

The purpose of this report is to provide an annual monitoring report to the Department for Agriculture, Environment and Rural Needs (DAERA) on progress in meeting our obligations under the Rural Needs (NI) Act 2016, as outlined in Section 3(1) of the Rural Needs Act.

The information included in this monitoring report demonstrates how the Council has exercised the due regard duty under Section 1(1) of the Rural Needs Act 2016.

Background

A copy of the Annual Monitoring Report by Council for 2022/23 has been circulated.

The format of the report is based on a template provided by the Department for Agriculture, Environment and Rural Affairs (DAERA) and the report always covers the previous financial year. The period of time the report deals with therefore is from 1st April 2022 to 31st March 2023.

Committee NOTED the report.

10. BUSINESS PLANS

10.1 Policy and Community Planning

Report, previously circulated, was presented by the Chair.

Proposed by Alderman Boyle
Seconded by Alderman Coyle

AGREED – to recommend that Council adopts the Policy and Community Planning Business Plan.

10.2 OD/HR

Report, previously circulated, was presented by the Chair.

Proposed by Alderman Boyle
Seconded by Alderman Coyle

AGREED – to recommend that Council adopts the OD/HR Business Plan.

10.3 Democratic and Central Services

Report, previously circulated, was presented by the Chair.

Proposed by Alderman Boyle
Seconded by Alderman Coyle

AGREED – to recommend that Council adopts the Democratic and Central Services Business Plan.

10.4 Performance

Report, previously circulated, was presented by the Chair.

Proposed by Alderman Boyle
Seconded by Alderman Coyle

AGREED – to recommend that Council adopts the Performance Business Plan.

11. LAND AND PROPERTY REPORT

11.1 Covid Recovery Small Settlements Regeneration Programme (CRSSRP) for the settlements of Gortnaghey

Report, previously circulated, was presented by the Town and Village Manager.

***Councillor McGurk joined the meeting remotely at 7.16pm**

Purpose of Report

The purpose of this report is to inform the Land & Property Committee of the ongoing situation with one of Council's Covid Recovery Small Settlements projects located at Gortnaghey and to seek guidance on the way forward with the proposal.

Background

The Covid Recovery Small Settlements Regeneration Programme (SSRP) is made up of a cocktail of funding from the Department for Communities [DfC], the Department of Agriculture, Environment and Rural Affairs [DAERA], the Department for Infrastructure [DfI] and Council.

SSRP Project A includes a project to create an off-road safe walking/cycling route of approx. 800 metres in length linking the local GAA Club with the settlement of Gortnaghey. The hard surface walking/cycle path will provide access to the village and its key services and will encourage users to make use of active travel into the village. This will promote a culture of walking and cycling that will lead to reduced traffic emissions in the village and will contribute to the DfI Blue/Green Infrastructure Policy.

This project was first addressed in **2019** under the Rural Development Programme (RDP) Village Renewal Scheme. At its **16th April 2019** Council meeting, members agreed an approach where Officers would seek agreement from landowners to enter into a **Permissive Path Agreement** with Council for a period of 10 years in order to deliver the project. However, before this could be implemented, the Local Action Group (LAG) responsible for delivery of the RDP took the decision not to issue a Letter of Offer for the project as Planning Permission had not been awarded in time to proceed. Planning Permission was subsequently awarded in June 2021.

In **December 2021**, when SSRP funding was offered to Council by DfC, the Gortnaghey project was identified as one that could be delivered within the restrictive timescale (projects to be completed by 31/3/2023) of the SSRP as Planning Permission was already in place and a procurement exercise had already been completed. In **January 2022** Council approved the submission of an Implementation Plan to DfC which included the Gortnaghey project as one of the potentially deliverable projects at an estimated cost of £100K (this cost estimate was taken from the previous procurement exercise completed in 2019.)

Current Situation

Having taken legal advice on the correct approach to be undertaken, it has been established that a Permissive Path Agreement is not the correct route to be taken in projects such as this where the actual path has not yet been created. The advice is that the correct approach is via a **Deed of Consent** process whereby Council would enter into a Deed of Consent with all 10 landowners of the 8 folios of land involved and, in 2 cases, with the landowners' financial institutions as there are outstanding mortgages on 2 folios.

Given the high number of landowners and associated folios of land involved, there is a risk of agreement not being reached especially if either of the financial institutions refuse to agree to the Deed which could burden the land.

It is proposed that upon completion of the new path, that Dfl is approached to adopt and take over responsibility for ongoing maintenance of the path. However, failing this, Council will either take over maintenance of the path or transfer to the Community Group.

Legal Services' opinion is that this Deed of Consent approach is relatively unusual in a project of this type there is a danger of setting a precedent going forward and others may wish to adopt a similar approach in other areas. This opinion also states that this is not a project that Council should become involved with as it is a Dfl infrastructure project. However, this project is part of the Small Settlement Programme which has been approved by full council Feb 2022 and 60% funded by Dfl. The Deed of Consent is necessary if this project is to continue to the procurement stage.

Whilst the cost of construction across all projects within the SSRP continues to be determined, it is important that decisions regarding the correct legal approach to securing permissions to conduct capital works runs in parallel.

Current site images and the lands affected by the proposed path have been circulated.

Recommendation

It is recommended that members consider this submission and confirm that Officers should pursue a Deed of Consent with all landowners and financial institutions (as detailed above at 3.1) as the correct approach in this case.

It is further recommended that once the Deed of Consent is complete, no contract works will begin until a maintenance agreement is in place.

The Town and Village Manager briefed the Committee and advised that pursuing a Deed of Consent is the correct approach. She further advised that the Council has started discussions with the Department for Infrastructure regarding a maintenance agreement, the invitation to tender, and the design concept.

Councillor McShane queried the distinction between a Deed of Consent and a permissive pathway agreement.

The Town and Village Manager advised that a permissive pathway agreement gives permission to walk an existing path. As this path has yet to be constructed, a Deed of Consent is required from all 10 relevant landowners/financial institutions to allow this to happen. This is a key stage to move the project forward.

Proposed by Councillor McShane
Seconded by Councillor Watson

AGREED – to recommend that Officers should pursue a Deed of Consent with all landowners and financial institutions (as detailed above at 3.1) as the correct approach in this case

AND to recommend that once the Deed of Consent is complete, no contract works will begin until a maintenance agreement is in place.

***Councillor McGurk left the meeting remotely at 7.22pm**

12. CONFERENCES

NILGA Regional Induction Programme

Report, previously circulated, was presented by the Chair.

Purpose of Report

The purpose of the report is to present a request from Northern Ireland Local Government Association (NILGA) for Council to financially contribute to the NILGA Regional Induction Programme 2023, at a cost of £1,100 + VAT (previously circulated Appendix I). The request is being placed to all eleven Councils.

Background

At its Council Meeting held 6 June 2023, Council was provided with a copy of the NILGA Regional Induction Programme June-August 2023.

Council's Democratic and Central Services Manager represents Council on the NILGA Regional Development Network. The Network ensures a regional approach is taken to Member Development.

Charter Learning and Development

Causeway Coast and Glens Borough Council was awarded Charter in Learning and Development in January 2023 and will be working towards obtaining Charter Plus.

Council is committed to ensuring equal access to learning and development for all Councillors and has supported continued Learning and Development opportunities.

NILGA Annual Service Fee

In May 2022 Council approved a NILGA Annual Services Fee for 2022/23 of £46,844.00 + VAT.

Part of its commitment from Alison Allen, NILGA Chief Executive was stated as:

Elected Member Development: *enhancing our existing work by working closely with individual councils and the Local Government Training Group to ensure added value and Elected Membership ownership of their future development needs. Additionally, working with the existing Elected Member leadership in NILGA to capture their experiences of their roles and working with political parties to use those experiences in preparing for roles/responsibilities in the new mandate. This work will include exploring barriers to and diversity in elected office.*

Causeway Coast and Glens Borough Council Elected Members have registered on the Training, and will be participating in the NILGA Regional Induction Programme.

Recommendation

It is recommended that Council contributes £1,100 + VAT towards the NILGA Regional Induction Programme 2023 (circulated).

Proposed by Councillor Huggins
Seconded by Alderman Knight-McQuillan

AGREED – to recommend that Council contributes £1,100 + VAT towards the NILGA Regional Induction Programme 2023 (circulated).

13. CONSULTATIONS

There were no Consultations.

14. CORRESPONDENCE

There was no Correspondence.

15. MATTERS FOR REPORTING TO PARTNERSHIP PANEL

There were no matters for reporting to Partnership Panel.

MOTION TO PROCEED ‘IN COMMITTEE’

Proposed by Councillor Wilson
Seconded by Alderman Boyle

AGREED – to recommend that the Corporate Policy and Resources Committee moves ‘*In Committee*’.

***The Member of the Press left the meeting remotely at 7.23pm**

***The Town and Village Manager left the meeting remotely at 7.23pm**

***The Performance Manager left the meeting remotely at 7.23pm**

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

16. LEISURE VAT CLAIM

For information, confidential report, previously circulated, was presented by the Chief Finance Officer.

Background

Council has, as part of a joint claim, applied to HMRC to have all leisure related income regarded as being outside the scope of VAT.

Recommendation

It is recommended that Council agrees to the withdrawal of the compound interest claims in respect of Ballymoney, Coleraine, Limavady and Moyle Councils and that the Chief Finance Officer be authorised to sign the appendices on Council's behalf.

Proposed by Alderman Knight-McQuillan
Seconded by Councillor Watton

AGREED – to recommend that Council agrees to the withdrawal of the compound interest claims in respect of Ballymoney, Coleraine, Limavady and Moyle Councils and that the Chief Finance Officer be authorised to sign the appendices on Council's behalf.

17. PROCUREMENT REPORT

17.1 Firewall Security ICT

For information, confidential report, previously circulated, was presented by the Chief Finance Officer.

Purpose of Report

To inform members of the committee of an extension to the current contracts with two suppliers of HR services.

North Time and Data Ltd is the supplier of the Council's single integrated electronic time and attendance recording system providing maintenance and support of the system and terminals. This system enables employees to electronically record their time at work and submit requests for annual leave, flexi, TOIL, etc.

Hallmark is the supplier of the Council's computerised Human Resources Management Software providing maintenance and support on the system. This

software has two elements (1) PAMS (Personnel Administration Management System) to store and assimilate all Council's HR data including absence management, Learning and Development and Equality Monitoring compliance; and (2) GETGOT an online recruitment system.

Recommendation

It is recommended that the Committee notes the renewal of both supply contracts.

Committee NOTED the report.

17.2 OD/HR Renewals

For information, confidential report, previously circulated, was presented by the Chief Finance Officer.

Purpose of Report

To inform members of the committee of an extension to the current firewall security measures, this is a vital asset to ensure security of councils IT assets and to protect against cyber-attacks.

Recommendation

It is recommended that The Committee notes the tendered bid from Palo Alto to ensure no break in firewall protection services.

Committee NOTED the report.

18. MINUTES OF LAND AND PROPERTY SUB COMMITTEE MEETING HELD WEDNESDAY 7 JUNE 2023

Copy minutes previously circulated.

18.1 BAYVIEW CAFÉ, BALLYCASTLE (MINUTE REF: ITEM 8.6 BAYVIEW CAFÉ, BALLYCASTLE – UPDATE OF MARKET LEASE TENDER)

Councillor McShane referred to item 8.6 in the minutes regarding the Bayview Café and proposed that Council creates a development brief as an asset realisation option.

Councillor McShane expressed concern regarding the physical condition of the buildings, the restricted disabled access and lack of toilet facilities. She advised that she is concerned that the Council could be required to invest heavily to bring the buildings up to an acceptable standard, which could cancel out any potential income from a lease.

Councillor Wilson agreed that the buildings are crying out for redevelopment and that the Council may not be best placed to do this.

Alderman Knight-McQuillan queried the legal position with regard to the current tender exercise and the bids received for the leasing of the buildings. She

requested a chronological report on the decisions that have been made and the current situation with the tendering process. While not objecting in principle to the change in strategy, she urged the Committee to proceed with caution, to ensure that the approach is fair and transparent.

Councillor Storey echoed the request for legal advice on the implications of terminating the current tendering process.

Following further discussion, the Chair summed up and Members agreed to defer the decision regarding L&P Agenda Item 8.6 until legal advice is provided at the Council Meeting.

18.2 LIMAVADY, ROE VALLEY ARTS AND CULTURAL CENTRE – EASEMENT REQUEST AND PURCHASE OF LANDS (MINUTE REF: ITEM 8.4 LIMAVADY, ROE VALLEY ARTS AND CULTURAL CENTRE – EASEMENT REQUEST AND PURCHASE OF LANDS REF 04/22/E)

Councillor McShane referred to item 8.4 in the minutes regarding an easement request. She advised that more information has since come to light regarding the financial significance of the project. She proposed that the Committee defer a decision on this matter to allow Council staff to gather further information on the project involved.

Proposed by Councillor McShane
Seconded by Councillor Watson

AGREED – to defer a decision on L&P Agenda Item 8.4 to allow Council staff to gather further information on the project involved.

Proposed by Alderman Knight-McQuillan
Seconded by Councillor Watton

AGREED - to recommend that the Minutes of the Land and Property sub Committee meeting held 7 June 2023 are adopted and recommendations therein approved.

18.3. USE OF A ROOM WITHIN A COUNCIL BUILDING – BEREAVED BY SUICIDE SERVICE (MINUTE REF: ITEM 6 REQUEST FOR USE OF COUNCIL LAND/ 6.1 REQUEST TO USE COUNCIL LAND / (I) REFERENCE – 09/23)

Report, previously circulated, was presented by the Chair.

Purpose of Report

The purpose of this report is to consider a request from Bereaved by Suicide Service (Ref No 06/23) for the use of a room within a Council building to provide therapeutic support one day per week within the Coleraine area for constituents within the Borough.

Recommendation

It is recommended that the request from Bereaved by Suicide Service (Ref No 06/23) for the use of a room, free of charge, within a Council building to provide therapeutic support one day per week within the Coleraine area for constituents within the Borough is approved initially for a one-year trial period subject to the satisfactory submission of their Public Liability insurance and a risk assessment

It is further recommended that the request is referred to Leisure and Development for the Head of Sport and Well -Being to facilitate.

Councillor Watton requested that Coleraine Town Hall be considered as a more suitable venue.

A decision was deferred pending the consideration of this alternative venue.

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

19.1 'That Council look into who has responsibility for maintenance of the pathway between Coleraine Road and Ramoan Road, Ballycastle'

Councillor McShane advised that the pathway between Coleraine Road and Ramoan Road in Ballycastle is regularly used but there is a problem with rubbish accumulating in it. Despite various efforts to identify ownership of the pathway, no owner has yet been identified.

Councillor McShane proposed that the Committee agrees to allow Council's legal service to request that the solicitors for the legacy Moyle District Council investigate this matter.

The Director of Environmental Services advised that there will be a cost associated with such a request, and that it would be unusual for Council to conduct a search on land that it does not own. He cautioned that this could set a precedent.

Proposed by Councillor McShane
Seconded by Councillor Watson

AGREED – to recommend that the Council's legal service is instructed to request that the solicitors for the legacy Moyle District Council investigate the ownership of the pathway between Coleraine Road and Ramoan Road, Ballycastle.

MOTION TO PROCEED 'IN PUBLIC'

Proposed by Alderman Boyle
Seconded by Alderman Knight-McQuillan

RESOLVED – that Council move '*In Public*'

There being no further business the Chair thanked everyone for their attendance.

The meeting concluded at 8.04 pm.

Chair

UNCONFIRMED