

**LEISURE & DEVELOPMENT COMMITTEE MEETING
TUESDAY 16 APRIL 2024**

No	Item	Summary of key Recommendations
1.	Apologies	<i>Councillors Kennedy, McGurk and McShane</i>
2.	Declarations of Interest	<i>None</i>
3.	Minutes of Leisure and Development Committee meeting held Tuesday 19 March 2024	<i>Signed as a correct record</i>
4.	Landfill Communities Fund Annual Policy Review	<i>To recommend that Council accept the change to the Landfill Communities Fund Policy</i>
5.	Landfill Community Fund Awards	<i>Noted</i>
6.	Correspondence	
(i)	Correspondence from the Minister of Communities regarding the 2024/25 budget position and interim funding (Dated 25 March 2024)	<i>Noted</i>
7.	Matters for Reporting to the Partnership Panel	<i>Nil</i>
8.	Consultations	<i>Nil</i>
	For Confidential Consideration (Items 9-11 inclusive)	
9.	Executive Programme Board Minutes	<i>To recommend that Council note the minutes of the Executive Programme Board meeting held 20 March 2024</i>

10.	Events External Services Procurement	<p>To recommend that Council approve the appointment of the following to allow the Tourism Events team to deliver on the approved schedule of Council managed events:</p> <ul style="list-style-type: none"> • In Your Space Circus to provide Circus Skills Animation at Council Events at a cost of £27,000 + VAT as detailed in Annex A. • Arbutus Catering to provide Corporate Hospitality Catering Services for the NI International Air Show at a cost of £15,000.00 + VAT as detailed in Annex B.
11.	Museums Stores	<p>To recommend to Council to adhere to the original decision made in October 2023 to enter into a rental lease with the Diamond Centre in Coleraine, for the purposes of providing both a centralised store and exhibition/research space for the Coleraine Museum collection</p>
12.	Any other relevant business notified in accordance with Standing Order 12. (o)	
12.1	Public Rights of Way, Strand Road, Portstewart (Alderman Fielding)	Withdrawn
12.2	Child Admission Policy for Swimming (Alderman John McAuley)	<p>To recommend that Council review the Child Admission Policy and changing room procedures and examine the possibility of updating leisure</p>

		centre changing facilities
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UNCONFIRMED

**MINUTES OF THE PROCEEDINGS OF THE LEISURE AND DEVELOPMENT
COMMITTEE HELD IN THE COUNCIL CHAMBER AND VIA VIDEO
CONFERENCE ON TUESDAY 16 APRIL 2024**

In the Chair: Councillor Bateson

Members Present: Alderman Callan, Knight-McQuillan, John McAuley, Stewart; Councillors Anderson, N Archibald, Holmes, Kyle, McCully, Schenning, Stirling, Watson, Wisener

Officers Present: P Mulvenna, Director of Leisure and Development
P O'Brien, Funding Unit Manager
J Welsh, Head of Community and Culture
P Thompson, Head of Tourism and Recreation
S Calvin, Museum Services Development Manager (R)
U Harper, Committee & Member Services Officer

In Attendance: A Lennox, ICT Operations Officer

Press 2 no. (R)
Public 1 no. (R)

Key: (R) Attended Remotely

Substitutions: Alderman Knight-McQuillan substituted for Councillor Kennedy.

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

1. APOLOGIES

Apologies were recorded for Councillor Kennedy, Councillor McGurk and Councillor McShane.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

**3. MINUTES OF LEISURE AND DEVELOPMENT COMMITTEE MEETING HELD
TUESDAY 19TH MARCH 2024**

Summary previously circulated.

AGREED – that the Minutes of the Leisure and Development Committee meeting held Tuesday 19 March 2024 were signed as a correct record.

* **Councillor Holmes joined the meeting in the Chamber at 7.04pm.**

4. LANDFILL COMMUNITIES FUND ANNUAL POLICY REVIEW

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

Purpose of Report

The purpose of this report is to review the Landfill Communities Fund (LCF) Policy.

Background

In Feb 2016 Council agreed the Landfill Communities Fund Policy. The Policy sets out a framework for the processing of Landfill Communities Fund applications. The overall aim of the process outlined in the policy is: "To ensure a consistent and transparent process with proper and accountable procedures is in place".

The Ulster Wildlife Trust are the Environmental Body that administer the fund. The LCF Policy is reviewed annually by Council. The expected value of the fund for 2024/25 is in the region of c£120k net of fees.

Landfill Communities Fund Policy

The purpose of the Landfill Communities Fund Policy is to outline the agreed approach to approval of the funding in relation to LCF applications.

Principles

The Landfill Communities Fund Policy is built on a set of agreed principles and an understanding that:

- Council approval of projects to the LCF is at the sole discretion of Council and will be dependent on the current available LCF funds.
- Activities funded must be fully consistent with the objects of the fund.
- Due regard will be given to equality considerations in accordance with Section 75 and any other statutory duty.
- Council must ensure proper, prudent and effective use of Public Money.
- Contracted administration services must be tendered in adherence to the Council's Procurement Process.
- Eligibility for funding is determined through ENTRUST's specified criteria.

Policy Changes / Amendments

A desktop review of the policy has been carried out by Council's Funding Unit and one change is recommended.

Under section 1 the following addition to the agreed principles is recommended:

- Organisations cannot apply for multiple awards in any given financial year.
- Prior Projects must be fully complete before an organisation can make further applications to the fund.

Recommendation

It is recommended that Elected Members accept the change to the Landfill Communities Fund Policy.

In response to questions from Members, the Funding Unit Manager advised that the Landfill Communities Fund is a rolling fund, meaning organisations can apply for funds at any time throughout the year. The policy update will mean they can apply only once in any financial year (1 April – 31 March), in line with Council's overarching grant funding policy. She advised that organisations should complete one project before applying for funding for another. She clarified that, on completion of a project funded in a previous financial year, an organisation can apply for funding for a new project in the current financial year.

* **Alderman Knight-McQuillan joined the meeting in the Chamber at 7.08pm.**

Proposed by Councillor Schenning
Seconded by Councillor Anderson and

AGREED – to recommend that Council accept the change to the Landfill Communities Fund Policy.

5. LANDFILL COMMUNITIES FUND AWARDS

Report, previously circulated, was presented by the Chair.

Purpose of Report

The purpose of this report is to inform members of the recommendations for grant awards to ENTRUST (Landfill Regulator) for projects to be supported under the Landfill Communities Fund in the 2023-24 period.

Background

The Landfill Communities Fund (LCF) is regulated by ENTRUST (Landfill Regulator) and managed by her Majesty's Revenue & Customs (HMRC).

The Landfill Communities Fund is an innovative tax credit scheme that enables Landfill Operators to use some of their landfill tax to directly fund projects that improve the lives of communities living within a 10-mile radius of the landfill sites.

Causeway Coast and Glens Borough Council operate the Craigahuller landfill site just outside Portrush and can claim a credit against their landfill tax liability,

they then make this contribution to Ulster Wildlife, the registered Environmental Body who administers this fund on behalf of Council. Applications are assessed and scored by Ulster Wildlife and Funding Unit Officers. Successful projects are submitted to ENTRUST (Landfill Regulator) whose role is to ensure that the LCF monies are spent by organisations on projects which comply with the objectives set out in The Landfill Tax Regulations 1996.

Strategic Context

Causeway Coast and Glens Borough Council review and agree the Landfill Communities Fund Policy and programme on an annual basis.

The policy sets out a framework for the processing of Landfill Communities Fund applications. The overall aim of the process outlined in the policy is:

“To ensure a consistent and transparent process with proper and accountable procedures is in place”.

In November 2023 Causeway Coast and Glens Borough Council agreed the Landfill Communities Fund programme and criteria for 2023-2024.

Council further agreed that the fund would be a rolling grant programme, remaining open throughout the year until available funds are allocated, with Officers bringing reports into Council to inform members of the outcome of the process.

Eligibility

Applications are accepted from properly constituted, not for profit community or voluntary based organisations. Projects must be located within a 10-mile radius of the 2 licensed landfill sites in the Causeway Coast and Glens Borough Council area. (Craigahulliar Landfill site, 45 Craigahulliar Road, Portrush BT56 8NN or Craigmores Landfill Site, Craigmores Road, Garvagh, Coleraine BT51 5HF).

Applications must be made under one of the following Objects set out in the Landfill Tax Regulations 1996:

- *Object D - Public Parks and Amenities*
- *Object DA - Conservation of Biodiversity; or*
- *Object E - Restoration of Religious Buildings or Buildings of Architectural or Historical Interest*

Assessment Overview

Landfill Communities Fund is a rolling fund and remains open until all available grant-aid is committed for the year, or Council closes the fund.

- 1 application was received in March 2024 with a request totalling £15,000.
- This application passed the stage 1 eligibility assessment and proceeded to full assessment and scoring.

- The application was assessed and scored against the stage 2 criteria for Object DA, scoring above the 65% minimum threshold. (Full criteria set out in **Annex A**).

Table 1

Rank	Applicant & Project	Score	Total project costs	Amount requested	Distance to Landfill site (miles)	Amount Awarded
Assessed in March 2024						
1	Sea2it C.I.C Building capacity and enhancing resilience – Sea2it Marine and Freshwater Litter Cleanups	76%	£23,000	£15,000 65%	2 miles	£15,000
Total				£15,000		£15,000

Grant Awards:

There are sufficient funds available to award grant aid to this successful application.

1. Funding totalling £15,000 has been recommended to ENTRUST, the Landfill Regulator, leaving £50,297.10 remaining in the budget.
2. The remaining funds will roll into the 2024/25 budget.
3. This brings to 14, the number of projects awarded funding in the 2023-24 LCF call, the full list of awards is available at **Annex B**.
4. The Landfill Communities Fund is now taking applications for the 2024-25 call.

The Committee NOTED the report.

6. CORRESPONDENCE

Report, previously circulated, was presented by the Chair.

Purpose of Report

The purpose of this report is to present Correspondence for Members' consideration.

(i) Correspondence from the Minister of Communities regarding the 2024/25 budget position and interim funding (Dated 25 March 2024)

With negotiations ongoing with the UK Government, the 2024/25 budget position remains unclear. In response to concerns raised and to alleviate immediate pressures, the decision has been taken to provide a level of financial support to help to sustain services and retain staff and will cover 3 months to June 2024.

Members are asked to note the contents of the correspondence.

The Committee NOTED the report.

7. MATTERS FOR REPORTING TO THE PARTNERSHIP PANEL

There were no matters to report to the Partnership Panel.

8. CONSULTATIONS

There were no consultations.

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Councillor Schenning
Seconded by Alderman Callan and

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

* **Public and Press were disconnected from the meeting at 7.11pm.**

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.

9. EXECUTIVE PROGRAMME BOARD MINUTES

Confidential report by virtue of paragraph 5 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

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

The Director of Leisure and Development reminded Members that they were invited to the upcoming Heads of Terms Signing Event at Ulster University

Coleraine. In response to a query from Councillor Wisener, she advised that she would confirm that the final content of the Heads of Terms included a reference to the £20m Future Towns funding for Coleraine.

Proposed by Alderman Callan
Seconded by Councillor Stirling and

AGREED – to recommend that Council note the minutes of the Executive Programme Board meeting held 20 March 2024.

10. EVENTS EXTERNAL SERVICES PROCUREMENT

Confidential report by virtue of paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

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

Purpose of Report

The purpose of this report is to seek Elected Members approval for the procurement of specialist event suppliers for the Council-led events programme for 2024-25.

Background

At the December 2023 Leisure and Development Committee Meeting, Elected Members approved the budget for the Council-led Tourism Events Programme for 2024-25 (£970,670).

In preparation for Council delivered events, the Tourism Events team often require the services of specialist, qualified operators from the following sectors: circus skills animation/entertainment services and hospitality catering. New procurement includes:

- **Circus Skills Animation and Entertainment Services for Council Events**

Council events including the Ballymoney Spring Fair, NW200 Concert, Rathlin Sound Festival, Summer Entertainment Events, NI International Air Show, Bushmills Salmon & Whiskey Festival, Halloween and Christmas events all require specialist services including professional performers, interactive characters, circus skill showcases including stilt walkers, juggling and other relevant themed animation characters.

- **Corporate Hospitality Catering Services for the NI International Air Show**

Each year of the NI International Air Show, Council appoint a professional catering provider to deliver the corporate hospitality provision for the Air Show in September.

All professional event services as listed above are procured in order to seek value for money and consistency of service. The Tourism and Recreation Events Team have sought submissions from qualified operators to deliver each of these services.

Procurement Process

The Council's Tourism Events team, in conjunction with the Finance Department prepared the necessary Terms of Reference documents for the required services.

This was advertised through the Council website and where necessary e-SourcingNI and in some cases the press, inviting applications and submission of tender documentation.

The assessment process was carried out prior to recommendations for appointment.

Detail on the procurement and assessment process for each of the required services were previously circulated at Annexes A & B.

Recommendation

The Leisure and Development Committee are asked to approve the appointment of the following to allow the Tourism Events team to deliver on the approved schedule of Council managed events:

- In Your Space Circus to provide Circus Skills Animation at Council Events at a cost of £27,000 + VAT as detailed in Annex A.
- Arbutus Catering to provide Corporate Hospitality Catering Services for the NI International Air Show at a cost of £15,000.00 + VAT as detailed in Annex B.

The Head of Tourism and Recreation advised that there was a typo in the cover report and that under "cost of the proposal", it should read £42,000 + VAT.

Proposed by Alderman Callan
Seconded by Councillor Schenning and

AGREED – to recommend that Council approve the appointment of the following to allow the Tourism Events team to deliver on the approved schedule of Council managed events:

- In Your Space Circus to provide Circus Skills Animation at Council Events at a cost of £27,000 + VAT as detailed in Annex A.
- Arbutus Catering to provide Corporate Hospitality Catering Services for the NI International Air Show at a cost of £15,000.00 + VAT as detailed in Annex B.

11. MUSEUMS STORES

Confidential report by virtue of paragraph 4 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

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

Purpose of Report

The purpose of this report is to request that Council grants approval to reconsider options available to provide both a centralised store and exhibition/research area for the Coleraine Museum collection within council's existing estate.

Background

Museum Services manage five Accredited Museums across the Borough. Accreditation is a UK wide scheme which is awarded to museums which meet certain standards – these are met by having policies, procedures and plans in place which include caring for and providing access to collections. To enable council to fulfil these requirements there is the need to provide adequate storage facilities.

In September 2021 Council approved a recommendation that museum services secure the rental of a centralised store for at least 5 years, providing 230 sqm of storage space.

From September 2021, the Museum Services Manager and Museum Officer viewed different office spaces and industrial units and sought advice from the Assets Officer in Estates and the Fire Safety Officer on each of the potential properties. Museum Services also worked closely with the Assets Realisation team to identify any properties that Council owned that might fit the required criteria.

Options had been ruled out due to size, fire safety concerns, remote locations, lease length terms imposed by landlords and potential building control issues.

Proposal

Museum Services has been exploring the use of unit 4/5 in the Diamond Centre, Coleraine with the landlord, Old Coach House Properties Ltd as this unit was the most suitable option.

In January 2023 a planning application, submitted by Old Coach House Properties Ltd, was approved to change the use of the unit from retail to a storage and small museum exhibition/research area space. Building Control plans submitted by the Landlord were approved and Museum Services were notified of this on 14th September 2023.

On the 17th October 2023, the Leisure & Development Committee took the decision to recommend to Council that Museum Services proceed with securing a 5 year rental lease of a unit within the Diamond Centre in Coleraine to be used

as a centralised store for museum collections with a small exhibition space/research area at the cost to the museum budget of £23,000 per annum plus overheads, providing that the building control work is completed and signed off and that the lease is approved by the Land & Property sub-committee.

Prior to signing off on the submission of the report to Land & Property sub-committee, staff were asked to re-examine the potential to utilise suitable council facilities to meet the storage and exhibition space/research area requirements for Museum services. This review will take place so that council acts with financial prudence while maximising the use of council facilities in order to meet the needs of services delivered. Following the outcome of this review, a revised range of options will be provided for the consideration of members.

Recommendation

It is recommended that Council reconsiders approval granted in October 2023 to enter into a rental lease with the Diamond Centre in Coleraine, for the purposes of providing both a centralised store and exhibition/research space for the Coleraine Museum collection and that officers review potential alternative solutions within Council's estate for such purposes.

A discussion ensued in which Councillor Schenning and Alderman Callan queried why the decision made in October 2023 was being revisited rather than implemented, and expressed concern that Members were being asked to overturn a decision that was made by Council. Councillor Schenning and Alderman Callan affirmed that they were content with the previously agreed decision to house the Coleraine collection in the Diamond Centre in Coleraine. The Head of Community and Culture confirmed that the cost for this has been included in the budget.

Proposed by Alderman Callan
Seconded by Councillor Schenning

- To recommend that Council adhere to the original decision made in October 2023 to enter into a rental lease with the Diamond Centre in Coleraine, for the purposes of providing both a centralised store and exhibition/research space for the Coleraine Museum collection.

The Chair put the Proposal to the Committee to vote.
12 Members voted for; 1 Member voted Against.
The Chair declared the Proposal passed.

AGREED – to recommend that Council adhere to the original decision made in October 2023 to enter into a rental lease with the Diamond Centre in Coleraine,

for the purposes of providing both a centralised store and exhibition/research space for the Coleraine Museum collection.

MOTION TO PROCEED 'IN PUBLIC'

Proposed by Alderman Callan

Seconded by Councillor Schenning and

AGREED - to recommend that Council move 'In Public'.

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

12.1 Public Rights of Way, Strand Road, Portstewart (Alderman Fielding) - WITHDRAWN

"Can members have an update on Public Rights of Way Investigations in Portstewart regarding path from Strand Road to cliff walk pathway."

The Chair advised Members that this item had been withdrawn.

12.2 Child Admission Policy for Swimming (Alderman John McAuley)

"I would request that Council Officers provide members with the background, rationale and legalities in relation to the Child Admission Policy for Swimming, which appears to have changed recently."

Alderman John McAuley expressed concern about the Child Admission Policy and changing room procedures for Council swimming pools. He requested an update on the background, rationale and legalities of this policy. He advised on the problems that the policy would cause and expressed concern about children being left to go into a changing room on their own from the age of 8. He stated that this policy was an important decision that should be made through the Council Chamber, and that either the policy is not fit for purpose or the facilities are not fit for purpose.

The Director of Leisure and Development advised that the policy has been in place since the early 1990's but was recently shared on the Joey Dunlop Centre's Facebook page. She further advised that the pool admission policy is based on industry guidance devised by the Royal Lifesaving Society, with site-specific risk assessments also carried out for each centre which can create some variation. She noted that deviation from these guidelines would expose the organisation to risk. She stated that an "adult" can be anyone aged 16+ and that all other councils have similar guidance.

Regarding the changing room procedures, the Director of Leisure and Development advised that the age limit of 8 years is based on the Chartered

Institute for the Management of Sport & Physical Activity (CIMSPA) guidance and NSPCC guidance. She noted that the policy states, *“for any issues, or alternative changing, please speak to a Duty Officer”* and that discretion can be applied by the Duty Officers, but there are not always facilities available to accommodate this. She stated that a balance must be struck between the interests of different pool users.

Alderman John McAuley queried why the policy only appears to have recently been implemented, and stated that he is not comfortable with the policy. He expressed concern that adhering to the policy by sending an unaccompanied child into a changing area could put someone in a position where they are breaking the law that prohibits leaving a child alone if it puts them at risk. He requested that officers bring to the next Leisure and Development Committee meeting a quotation for the development of changing village facilities, to ensure that leisure facilities are fit for purpose in respect of this policy. He asked that any required upgrades be done as a matter of urgency.

Councillor Kyle queried how a policy that is over 30 years old could be in line with current safeguarding standards and suggested that the policy be reviewed. Councillor Holmes echoed these comments.

The Director of Leisure and Development advised that her understanding is that the policy is compliant with current guidelines.

Proposed by Alderman John McAuley
Seconded by Councillor Kyle and

AGREED - To recommend that Council review the Child Admission Policy and changing room procedures and examine the possibility of updating leisure centre changing facilities.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 7.53pm.

Chair