

BALLYMONEY BOROUGH COUNCIL**Table of Contents**

427.1	Declarations of Interest	<i>None</i>
427.2	Minutes – Meeting No 426 – 22 nd September 2014	<i>Approved</i>
CENTRAL SERVICES		
427.3	Report to those Charged with Governance	<i>Accept draft report</i>
427.4	Annual Accounts 2013/14	<i>Approved</i>
427.5	Banking Services	<i>Authorise Finance Manager Richard Semple</i>
427.6	Accounts for Payment	<i>For information</i>
427.7	Ballymoney Cemetery Memorials	<i>Grant permission</i>
CORPORATE SERVICES		
427.8	Staff Matters	<i>No report</i>
427.9	Cemetery Memorials	<i>Motion 2 carried</i>
427.10	Meetings of Committee	<i>Meeting schedule unchanged</i>
427.11	Annual Remembrance	<i>Lay wreaths at two war memorials and that ceremonial robes be worn at First Ballymoney Presbyterian Church</i>
427.12	Somme Association	<i>Renew annual subscription and nominate Councillor Stevenson to attend dinner</i>

BALLYMONEY BOROUGH COUNCIL

Minutes of Corporate & Central Services Committee Meeting No 427 held in the McKinley Room Riada House, on Monday 27th October 2014 at 7.00pm.

IN THE CHAIR: Alderman C Cousley, MBE (Vice Chair)

PRESENT: **Aldermen**
H Connolly
B Kennedy (Mayor)

Councillors
W Blair
A Cavlan
J Finlay
R Halliday
A McLean
I Stevenson
E Robinson, MBE

APOLOGIES: **Councillor**
J Atkinson

IN ATTENDANCE: Chief Executive (item 1-3 and 8-12)
Head of Corporate & Development Services (item 1-3 and 8-12)
Director of Central and Leisure Services (items 1-7)
Business Support Officer

Mr J Poole, KPMG
Mr R Allen, NI Audit Office

427.1 DECLARATIONS OF INTEREST

There were no declarations of interest.

427.2 MINUTES OF MEETING NO 426 – 22ND SEPTEMBER 2014

It was proposed by Alderman Connolly, seconded by Councillor Halliday and
AGREED:

to recommend that the Minutes of Meeting No 426 – 22nd September 2014, as circulated, be confirmed as a correct record.

CENTRAL SERVICES

427.3 REPORT TO THOSE CHARGED WITH GOVERNANCE

The Chair welcomed and Mr Rodney Allen from NI Audit Office and Mr John Poole from KMPG to the meeting to present the draft Report to Those Charged with Governance as the audit work for the financial year 2013/14 was almost complete. A copy of the draft report was circulated to all members.

Mr Poole took members through the report and outlined the one significant risk of the landfill site closure, the findings arising from the audit and the amendments that were made to the first draft of the accounts prepared in June.

He indicated that the amendments relating to depreciation, pension reserve and capital receipts had no effect on the general fund balance but that the additional landfill closure costs reduced the general fund balance.

In response to a query from Councillor Robinson, Mr Poole indicated that while the revised closure plan was not available, the Council's consultants had provided updated closure costs which included additional works and an inflationary increase from the 2013 figures.

Other issues discussed included:

- Audit findings and prior year recommendations
- Implementation of recommendations and resource implications
- The small Finance team
- Internal controls and level of risk tolerated
- Ballymoney Borough Council will be wound up when 2014/15 accounts are being prepared and audited.

Mr Poole advised that he would be recommending to the Local Government Auditor that she certifies the 2013-14 financial statements with an unqualified audit opinion.

The Director advised that the amendments had been made to the accounts and that the final financial statements for 2013/14 were being presented this evening for approval.

* **Alderman Connolly left the meeting at 7.50 pm.**

It was proposed by Councillor Robinson, seconded by Councillor Blair and **AGREED:**

to recommend that Council accept the Report to Those Charged with Governance.

427.4 ANNUAL ACCOUNTS 2013/14

The Director presented the final Financial Statements for 2013/14 for approval by Committee.

She reminded members that full Council powers were delegated to the Corporate and Central Services Committee to sign off the final accounts for 2013/14.

The Director explained the changes that were made to the draft accounts presented to Council in June. She highlighted the increase in the landfill provision to £3.5M and the General Fund Balance of £1,419,651 at 31 March 2014 which equated to 20% of the Net Operating Expenditure.

At the request of Councillor Finlay who expressed concern that Council is putting money into this provision year on year, the Director clarified the requirements for Council to accurately account for all known liabilities and that Council, with DOE approval, was spreading the increased costs identified in 2013 over a six year period.

The Director also highlighted to members the value of the Council's assets and the amount of loans outstanding at 31 March 2014.

It was recommended that the annual accounts for 2013/14 be approved.

It was proposed by Councillor Stevenson, seconded by Councillor Robinson and **AGREED:**

to recommend that the final annual accounts for 2013/14 be approved.

- * **Mr Poole and Mr Allen left the meeting at 8.15 pm**
- * **Alderman Kennedy left the meeting at 8.15 pm**
- * **The Head of Corporate & Development Services left the meeting at 8.15 pm**
- * **The Chief Executive left the meeting at 8.15 pm.**

427.5 BANKING SERVICES

It is recommended that Richard Semple, Finance Manager is authorised as a cheque signatory for the Councils Bank Accounts and is authorised to administer the Bank Accounts, Business on Line Service and the BACS system.

It was proposed by Councillor Stevenson, seconded by Councillor McLean and **AGREED:**

to recommend that Richard Semple, Finance Manager be authorised as a cheque signatory for the Councils Bank Accounts and be authorised to administer the Bank Accounts, Business on Line Service and the BACS system.

427.6 ACCOUNTS FOR PAYMENT

The following payments were made in Period 6, September 2014,

Revenue Account £359,684.56
Capital Account £360,458.01

427.7 BALLYMONEY CEMETERY MEMORIALS

The following applications received for the erection of memorials in Ballymoney Cemetery were considered.

Section E3 No. 37

Mrs Gwendoline Arnold, 3 Donaghbrook Avenue, Ballymoney
Black Ebony Granite Headstone and Base

Section E3 No. 47

Mrs Christina Harte, 17 Cramsie Court, Ballymoney
Black Granite Headstone and Base

Section H4 No. 40

Mr David Murray, 6 Knockhill Park, Ballymoney
Dark Grey Granite Headstone and Base

Section E3 Nos. 62 & 63

Mrs Ethna Hammond, 56B Vow Road, Ballymoney
All Polished Black Granite Headstone & Base

Section I4 No. 74

Mr James Wright, 179 Kilraughts Road, Ballymoney
All Polished Black Granite Headstone & Base

It is recommended that Council grants permission for the erection of the above memorials.

It was proposed by Councillor Blair, seconded by Councillor Stevenson and **AGREED:**

to recommend that Council grants permission for the erection of the above memorials.

- * **The Director of Central & Leisure Services left the meeting at 8.20 pm.**
- * **The Head of Corporate & Development Services re-joined the meeting at 8.20 pm).**
- * **The Chief Executive re-joined the meeting at 8.20 pm.**

CORPORATE SERVICES

427.8 STAFF MATTERS

No report.

427.9 CEMETERY MEMORIALS

Council's rules applying to recent sections in Ballymoney cemetery and throughout Rasharkin cemetery permit headstones only (after approval by council) to be erected on graves. The rest of the grave plot is grassed and maintained by council staff in what is known as a lawn cemetery. This layout affords ease of maintenance, thereby reducing cost and ensuring a neat and attractive appearance. However, as members who visited the Ballymoney cemetery recently observed, a small number of people have erected surrounds in the lawn cemetery without approval. Many other graves have flower pots and other moveable memorial items. This has resulted in significant disruption to grass cutting operations and makes grave opening more difficult, as well as causing annoyance to some grave plot owners who observe the rules.

It is clear that many people wish to be able to have an area of their loved one's grave plot which they can maintain and use for planting flowers or for flower pots or other moveable mementoes. Coleraine Borough Council allows this in the newer areas of Ballysally cemetery, where an area the width of the plot and 900 mm long at the head of the grave is designated for the erection of a memorial and/or the planting of flowers or placing of flower pots. The rest of the area is grassed. A modification of that nature in the rules for our cemeteries would allow many of the minor problems to be regularised.

It is recommended that the rules are amended in the two Ballymoney borough cemeteries as set out in Appendix 1 and that all affected grave plot owners are advised of the change. **It is further recommended** that council proceeds to enforce the cemetery rules by requiring removal of all unauthorised surrounds and relocation of moveable memorials, flowers, mementoes etc to the newly designated areas of graves within the lawn cemeteries. A copy of the Rules relating to Burial Grounds (1989) are attached as Appendix 2.

A discussion ensued on arrangements for implementation and communication.

Motion 1

It was proposed by Councillor McLean, seconded by Councillor Cavlan

to recommend that council proceeds to implement the cemetery rules by securing removal of all unauthorised surrounds and as a fair compromise, permit the relocation of moveable memorials, flowers, mementoes etc to the newly designated areas of graves within the lawn cemeteries; that the rules are amended in the two Ballymoney borough

cemeteries as set out in appendix 1 and that all affected grave plot owners are advised of the revised arrangements allowing for a period of time to remove/relocate.

Motion 2

It was proposed by Councillor Robinson, seconded by Councillor Finlay

to recommend that the matter be tabled for consideration at the next meeting of Committee and that the Chief Executive present draft letters to those people who own graves within the lawn area of the cemetery.

A vote was taken on motion 1. Councillor Finlay requested a recorded vote.

FOR (4)

Councillor Cavlan
Councillor Stevenson
Councillor Blair
Councillor McLean

AGAINST (4)

Councillor Robinson
Councillor Finlay
Councillor Halliday
Alderman Cousley

A vote was taken on motion 2. Councillor Stevenson requested a recorded vote.

FOR (4)

Councillor Finlay
Councillor Robinson
Councillor Halliday
Alderman Cousley

AGAINST (4)

Councillor Stevenson
Councillor Cavlan
Councillor McLean
Councillor Blair

Alderman Cousley, acting as Chair of Committee in the absence of the Councillor McKeown, used his casting vote in favour of motion 2.

The Chair declared motion 2 carried.

427.10 MEETINGS OF COMMITTEE

In recent years it has been our custom to have no meetings of standing committees during July and only in August where the Officer, in consultation with the Chair, agrees that there is essential business. With the increased workload for members and officers, particularly those involved in working groups, as we move forward with local government reform activity and to the 1st April start date of the new cluster council, discussion has taken place with committee chairs with regard to efficient and effective management of committee business taking account of the additional pressures we are all facing. As a result of the consultation **it is recommended** that the following arrangements which have been developed using the satisfactory "summer period" arrangement as a basis, be implemented.

- No committee meetings will be held during December 2014 – March 2015, except where the officer, in consultation with the Chair, agrees that there is essential business requiring a meeting of committee;
- The Committee Chair will meet monthly with the Officer(s) supporting committee to discuss and agree business to be included in the service report to Council, which will be circulated with the agenda papers for the Council meeting;
- The Chair will present the recommendations to Council in the usual way
- Council and Consultation Committee would operate as normal.

Councillor Stevenson referred to a number of issues to be resolved and forthcoming events and stated that meetings should continue. Councillor Robinson agreed on the importance of meetings to ensure that business is discussed and brought forward to enable the decision making process to proceed in a timely manner.

It was proposed by Councillor Stevenson, seconded by Councillor Robinson and **AGREED:**

to recommend that Council's schedule of committee meetings remains unchanged.

427.11 ANNUAL REMEMBRANCE

Invitations have been received from Ballymoney and Dervock Branches of The Royal British Legion to the services at 10.30 a.m. on 9th November at the War Memorials in Ballymoney and Dervock and also to the Church Service at 3.00 p.m. in First Ballymoney Presbyterian Church. Members wishing to attend the Church Service should advise the Office of Chief Executive.

It is recommended that:

- (a) the customary Wreaths be laid at the two war memorials, at Ballymoney by the Mayor, accompanied by the Chief Executive and at Dervock by the Deputy Mayor accompanied by a Director.
- (b) that ceremonial robes be worn at the Annual Remembrance Service in First Ballymoney Presbyterian Church

It was **AGREED** that:

- (a) the customary Wreaths be laid at the two war memorials, at Ballymoney by the Mayor, accompanied by the Chief Executive and at Dervock by the Deputy Mayor accompanied by a Director.***
- (b) that ceremonial robes be worn at the Annual Remembrance Service in First Ballymoney Presbyterian Church***

Councillor Robinson advised members that in Dervock there is a special memorial service also taking place to commemorate the 100th anniversary of WW1. and Members are invited to participate in this service.

427.12 SOMME ASSOCIATION

Application for renewal of annual subscription in the amount of £380 has been received.

Council is invited to be represented at a black tie dinner in Helen's Bay Golf Club on 22nd November to mark the 100th anniversary of the outbreak of the First World War as part of the Somme Association's programme of centenary commemorations. Tickets £40.00.

It was proposed by Councillor Robinson, seconded by Councillor Finlay and **AGREED:**

to recommend that Council renew its annual subscription to the Somme Association in the amount of £380.00 and that Councillor Stevenson, as Council's representative on the Committee, be nominated to attend the black tie dinner at a cost of £40.00

Councillor Stevenson reported that the Somme Association were being audited by OFMDFM on the services that they were not being given adequate money to provide.

It was proposed by Councillor Stevenson, seconded by Councillor McLean and **AGREED:**

to recommend that Council make a contribution of £620.00 to the Somme Association in this significant anniversary year.

The meeting closed at 9.35 pm.

Appendices listed:

Appendix 1 – Cemetery Rules

APPENDIX 1**Amendments to Rules relating to Burial Grounds (April 1989)**

- Rule 3. Delete "." after "aforesaid" and add: "and in all of Rasharkin Cemetery. These areas of the proprietary ground are designated as "lawn cemeteries"."
- Rule 20. After "...Council." add: "Within the lawn cemeteries memorials only may be erected (subject to approval of the Council) and no surrounds or other erections will be permitted."
- New Rule 25A. Below the heading "PLANTING OF GRAVES" and before Rule 26 insert:
- "Rule 25A Within the lawn cemeteries an area the width of the grave plot and 900mm long at the head of each grave shall be designated for the erection of a memorial and/or the planting of annual flowers or bulbs, placing of flower pots, vases or other small moveable mementoes. (The said area shall include any memorial erected on the grave with the remainder of the 900mm length available for planting.) The rest of the grave plot must be kept clear."