

BALLYMONEY BOROUGH COUNCIL**Leisure & Amenities Committee Meeting No 354 – 16th December 2008****Table of Contents****LEISURE**

354.1	Minutes of Meeting No 352– 18th November 2008	<i>Adopted.</i>
354.2	Minutes of Meeting No 353 – 21st November 2008	<i>Adopted.</i>
	Matters Arising	<i>Noted.</i>
	2.1 Community Support Grant Scheme (Ref 353.7)	
354.3	Museum Working Group – Minutes of Meeting On 8th December 2008	<i>Adopted.</i>
354.4	Ballymoney Drama Festival	<i>Grant financial support.</i>
354.5	Credit Union School Quiz	<i>Grant financial support.</i>
354.6	Armoy Motorcycle Road Racing Club	<i>Deferred to the next meeting.</i>
354.7	Causeway Citizens Advice Bureau	<i>Invite representatives from the Causeway Citizens Advice Bureau to make a presentation to members at the February committee meeting.</i>
354.8	Good Relations Grants	<i>Grant £300 to Garryduff Flute Band.</i>
354.9	Community Supports Grants	<i>Grant £100 to Rasharkin Community Parades Forum.</i>
354.10	Rasharkin Community Centre Management Committee	<i>Refer nominations back to Management Committee and ask for names of 2 persons.</i>

BALLYMONEY BOROUGH COUNCIL

Minutes of Leisure & Amenities Committee Meeting No 354 held in the Joey Dunlop Leisure Centre, Ballymoney on Tuesday 16th December 2008 at 7.00 pm.

IN THE CHAIR: F Campbell

PRESENT:

Alderman
H Connolly
C Cousley
J Simpson
J Finlay

Councillors
M McCamphill
A Patterson
E Robinson

APOLOGIES A Cavlan

IN ATTENDANCE Director of Central & Leisure Services
Committee Clerk

LEISURE SERVICES**354.1 MINUTES OF MEETING NO 352– 18TH NOVEMBER 2008.**

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

that the minutes of meeting No 352– 18th November 2008, as circulated, be confirmed as a correct record.

354.2 MINUTES OF MEETING NO 353 – 21ST NOVEMBER 2008.

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

that the minutes of meeting No 353 – 21st November 2008, as circulated, be confirmed as a correct record.

* **Councillor Finlay arrived at 7.10pm**

MATTERS ARISING**2.1 COMMUNITY SUPPORT GRANT SCHEME (Ref 353.7)**

The Mayor referred to the adverse publicity regarding the award of certain grants last month and enquired if the Director had received any complaints.

The Director advised that she had received no complaints but was concerned about the adverse publicity. She reminded members that the purpose of the grant scheme was to assist groups within the borough with various events and activities and that this is the fourth year for Council to award such grants. The Director also reminded members that her directorate has negotiated with Ulsterbus to bring their tours into Ballymoney this year and that between July and September 5 tours came into Ballymoney and stopped for around an hour on each occasion.

The Director also reminded members of 3 main events organised by her directorate which brought a lot of people into the town, namely Motorcycle Exhibition which opens on North West 200 week, Mayor's Show and Christmas Lights' Switch On.

A member advised that on many occasions the council's grant went towards the cost of transport, which was provided by local coach hire businesses.

* **Alderman Cousley arrived during considerations of the above matter at 7.21pm.**

354.3 MUSEUM WORKING GROUP – MINUTES OF MEETING ON 8TH DECEMBER 2008

The Museum Working Group met on Monday 8th December 2008. The minutes of the meeting are attached as Appendix 1.

The Director drew members' attention to the following matters that were discussed and agreed at the Working Group:

1. First Temporary Exhibition;
2. Preview for Councillors and invited guests;
3. Exhibition Policy;
4. Old Museum items and cabinets.

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

to recommend that the minutes of the Museum Working Group – 8th December, be approved and the decisions therein adopted.

354.4 BALLYMONEY DRAMA FESTIVAL

The Secretary of the Ballymoney Drama Festival has written to the Council requesting financial support to cover the cost of the hire of the Town Hall facilities for the duration of the festival. The 70th Festival is to be held from 4th – 14th March 2009. The Council, for a number of years has contributed £1,000 to the Ballymoney Drama Festival.

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

to recommend that the Council financially support the Drama Festival to cover the cost of the hire of the Town Hall facilities, for the duration of

the Ballymoney Drama Festival to be held from 4th – 14th March 2009, at an estimated cost of £1,000.

354.5 CREDIT UNION SCHOOL QUIZ

The Schools Quiz co-coordinator has written to the Council requesting financial support towards the costs of staging the local stage of the Credit Union Schools' Quiz. The quiz is to be held in the Joey Dunlop Leisure Centre on Friday 30th January 2009.

The Council has financially supported the Schools Quiz in previous years.

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

to recommend that the Council contribute £100 to the Credit Union Schools Quiz on 30th January 2009.

354.6 ARMOY MOTORCYCLE ROAD RACING CLUB

The Chairman of Armoyn Motorcycle Road Racing Club has written to update the Council on the progress of the Club and its intention to hold a race in Armoyn in August 2009. The business plan has been prepared and the Club greatly appreciates the support of the Council towards the development of the plan. Work is progressing towards the staging of the first race in 2009 with a minimum of seven races. The cost of the race is estimated at approximately £70,000.

The Club is requesting Council to consider sponsoring one of the races at an estimated cost of £5,000.

The Director circulated a copy of the Armoyn Motorcycle Road Racing Club's business plan including a map of the proposed race course. She advised members that if they were minded to sponsor a race, the cost could be included in the 2009/10 budget. A discussion ensued among members.

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

to recommend that Council defer the business of the Armoyn Motorcycle Road Racing Club sponsorship request until the next Leisure and Amenities Committee meeting in January 2009, at which time Council would have further considered the budgets for 2009/10.

354.7 CAUSEWAY CITIZENS ADVICE BUREAU

The Citizens Advice Bureau has requested the Council's continued financial support for 2008/09 and 2009/10.

The Council earlier this year agreed a 3-year support package as follows £18,500 in 2008/09, £19,000 in 2009/10 and £19,500 in 2010/11.

A budget of £18,500 has been approved for 2008/09.

The Director advised that the Citizens Advice Bureau issue its annual report to the Council, however due to the increase in demand for the services of the Citizens

Advice in Ballymoney, members may be interested to receive a presentation from the Bureau.

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

to recommend that Council invite representatives from the Causeway Citizens Advice Bureau to make a presentation to members at the February committee meeting.

354.8 GOOD RELATIONS GRANTS

The following grant application was considered:

- i. Garryduff Flute Band for assistance towards a Burns night.

It was proposed by Councillor Finlay, seconded by Councillor Patterson and
AGREED:

to recommend that Council grant £300 to Garryduff Flute Band as assistance towards a Burns night.

354.9 COMMUNITY SUPPORTS GRANTS

The following grant application was considered:

- i. Rasharkin Community Parades Forum for a seeding grant.

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

to recommend that Council grant £100 to Rasharkin Community Parades Forum as a seeding grant.

354.10 RASHARKIN COMMUNITY CENTRE MANAGEMENT COMMITTEE

The Management Committee consists of 12 members, 4 councillors, 4 nominated by Council from the Business/Voluntary Sector and 4 from the Community.

There are currently 2 vacant positions in the "Nominated by Council" Sector.

The following names have been put forward by the Management Committee – Sean Peacock, Sharon O’Kane and Connor Duncan.

Committee is invited to recommend two names to fill the vacant position.

It was proposed by Councillor Finlay, seconded by Councillor Patterson and
AGREED:

to recommend that Council refer the nominees back to the Rasharkin Management Committee and invite them to put forward only two names for the Council to approve.

This being all the business the meeting closed at 8.45pm.

Appendix 1 Minutes of Museum Working Group Meeting
Monday 8 December 2008.

APPENDIX 1

Ballymoney Borough Council

Draft

Temporary Exhibition Policy for Ballymoney Museum

1. Aim

To provide a lively and varied programme of high quality temporary exhibitions

2. Objectives

Ballymoney Borough Council is committed to providing a lively and varied programme of temporary exhibitions on an annual basis. The purpose of running this programme is

- To retain core audiences, encourage repeat visits and develop new audiences
- To utilise the rich resources within the museum collection and provide access to the collection not on permanent display
- To further develop themes which have featured in the permanent displays
- To enable the public to see material on loan from other public bodies or private collections
- To enable the public to explore collections for inspiration, learning and enjoyment
- To engage with the local community and enable local groups and individuals to display their own material or work, with curatorial support
- To promote a diverse programme of local artistic work including fine arts, painting, historic art, contemporary art, printmaking, craft & photography
- To build partnerships with the public and private sector
- To ensure that exhibitions are accessible to all
- To raise the profile of the museum

3. Audiences

Each temporary exhibition is designed for a specific audience. Target audiences include:

- Local visitors – Families, children, young people, retired people, education professionals
- Special interest groups and individuals who are interested in a specific exhibition eg motorcycling, quilting
- Formal (schools & colleges) and informal learning.
- Local community/cultural groups.
- Tourists – local & international
- Local historians & researchers
- Enthusiasts

4. Programming

Ballymoney Borough Council will endeavour to provide a balanced programme of exhibitions which meets the needs of its target audiences. Content will be informed by consultation with audiences, market research and curatorial research. Areas covered will include:

- The heritage and rich cultural diversity of the Ballymoney Borough.
- The permanent collection

- A broad range of subjects of more general interest
- The visual arts and crafts sector

The programme will be generated from a variety of sources and will include:

- In-house productions including exhibitions generated in partnership with local community & cultural groups
- Exhibitions developed at a regional level by the Causeway Museum Service
- High quality touring exhibitions on loan from other institutions and collections
- Exhibitions by local professional artists.

To support the exhibitions programme, where resources (financial & staffing) allow, we will

- organise a programme of events, workshops and lectures
- produce supporting publications and teachers packs

5. Venue

The main venue for the temporary exhibition programme is the temporary gallery space in the Museum. However, from time to time other areas within Ballymoney Town Hall will be utilised. Exhibitions in these spaces will generally be for short periods of time ie less than 2 weeks.

6. Planning & Resources

1. The exhibition programme is developed by the Exhibition Planning Team which will include the Cultural Services Officer, Museum Manager, Museum Assistant, Causeway Museum Service Officer, Causeway Museum Service Outreach Officer and the Chairman and Vice-Chairman of Ballymoney Borough Arts Committee. This group will meet on a regular basis and will ideally be planning 12-24 months ahead. The programme will be presented to Council through the Leisure Committee for approval on an annual basis.
2. There will be a maximum of 8 exhibitions per year each lasting 4-8 weeks although shorter periods will be considered where appropriate (see Venue). However in order to use the museum's staff and budgetary resources effectively, there will be no more than two in-house exhibitions (including the Road Racing Exhibition) per year and in order to gain momentum and develop a programme of events and activities, these will run for 8 weeks. CMS Regional exhibitions will also run for 8 weeks.
3. From May-August each year, in order to maximise the Tourist season, including the period around the North West 200, the Road Racing exhibition in the permanent gallery will be extended into the temporary gallery.
4. The temporary gallery in Ballymoney Museum is not a bookable space. However individuals and groups who are interested in mounting an exhibition can submit a proposal to the planning team. These must meet the objectives of the museum and conditions set out in an exhibition agreement which will set out the obligations of each party (Appendix 1).
5. All exhibitions must have high standards of design and presentation (in keeping with the permanent exhibition) and partner organisations /individuals must agree to the terms laid out in the exhibition contract

6. Due to space limitations it will not be possible to programme annual exhibitions by local groups in the temporary gallery.
7. Exhibitions will be selected on their individual merits and in relation to their appeal to specific audiences that the Council wishes to maintain or attract.
8. Opportunities for programming exhibitions as part of festivals or NI / UK wide events should be taken whenever possible.
9. To ensure that exhibitions are accessible to all, and that no offence is caused to the wide audience visiting the museum, Ballymoney Borough Council reserves the right to make a judgement as to the suitability of an exhibition/work containing sensitive material.
10. Ballymoney Borough Council is committed to the promotion of equality of opportunity under Section 75 of the Northern Ireland Act 1998 (1) & (2).

7. Sales from Exhibitions

Works of art and craft which are on sale in the Museum will incur a commission charge inclusive of VAT. This will be applied as follows:

2009-2010	15%
2010-2011	20%
2011-2012	25%

In the event of sales it is preferred that exhibits will not be removed until after the closing date of the exhibition, unless exceptional circumstances prevail eg tourists unable to return to collect. In the situation of craft selling shows, it may be possible to remove items if they can be replaced by similar items from the artist.

8. Admission Charges

Admission to Ballymoney Museum is free.

9. Evaluation & Review

Ballymoney Museum aims to review and monitor the exhibition programme and will do this with the aid of online visitor feedback, visitor books, visitor statistics, press reviews and sales figures. The Museum welcomes suggestions from visitors as to how the service might be improved. Feedback will be used to inform marketing and programme planning.

**Ballymoney Borough Council
Temporary Exhibition Policy**

Submission of Proposals by an Artist(s) for an Exhibition in Ballymoney Museum/Ballymoney Town Hall.

Artists wishing to be considered for an exhibition for the programme should provide the following:

- A current CV with contact details and including previous exhibition experience
- Exhibition Proposal
- Artistic statement
- Previous reviews
- 6-10 images of their work in slide/CDR format

The proposal must meet with the objectives outlined in the exhibition policy and all exhibitions must have high standards of design and presentation

Exhibitors must agree to the conditions set out in the contract. General conditions are as follows:

Exhibitor's obligations

Preparation of Artwork

- All work must be corded and ready to hang as appropriate for the hanging system.

Delivery and Collection

- Exhibitions should be delivered to the venue at least five days before the opening date.
- Exhibitions should be collected at the latest, two days after the closing date.
- Exhibitors should make suitable arrangements with the venue prior to collection.
- In a group exhibition it is the responsibility of the co-ordinator to make sure all works are collected within the stated time.

Insurance

Ballymoney Borough Council is responsible for insuring the exhibition while it is on Council premises. The exhibitor is responsible for insuring the exhibition to and from the venue.

VAT

Exhibitors must inform the venue if they are registered or not.

Labels, text and other exhibition information

- The exhibitor or group co-ordinator must supply titles, text labels and costs for the art works, on disk or by email, at least eight weeks before the exhibition opens. The panel reserves the right to edit this information in accordance with the museum professional standard in editing text for different audiences.
- The information supplied by the exhibitor may be collated by the museum and a catalogue may be produced as appropriate.

Publicity

- The Exhibitor must supply publicity images and information for a press release, poster and invitation at least eight weeks before the opening date.

Private View

- If an exhibitor wishes to have a private view, this must be agreed in advance and a date chosen which suits both the exhibitor and the venue.
- The exhibitor must supply an invitation list of up to 100 guests at least four weeks before the opening.

Removal of Exhibits

- Exhibits won't be removed until after the closing date unless exceptional circumstances prevail (eg tourist in a day trip). In the situation of a craft selling show, it may be possible to remove items if they can be replaced by similar items from the artist.

Venue's Obligations**Hanging**

- Hanging is carried out by museum staff.

Publicity

- The cost of producing any publicity material will be met by the Museum/Ballymoney Borough Arts Committee including posters, fliers, invitations and a catalogue as appropriate.
- The Museum/BBAC will be responsible for media coverage.

Private View

- Ballymoney Borough Council will act as host for a private view (if requested) and will print and send out invitations and provide hospitality.

Sales

- All payments will be made to Ballymoney Borough Council. Exhibitors will receive any sales money due, less 15% commission, only after the full purchase price has been received from the buyer and the total has been processed for payment.

Process

- Proposals will be assessed at the next scheduled meeting of the Planning Committee.
- Applicants will be informed of the outcome within one week of a decision being made.
- Ballymoney Borough Council reserves the right to refuse any proposal.

Meeting 4**Minutes of Museum Working Group Meeting
Monday 8 December 2008, 2.00pm, Ballymoney Town Hall**

Present	Ald F Campbell (Chairman) Ald H Connolly Ald C Cousley Ald J Simpson Cllr A Cavlan Cllr A Patterson Cllr E Robinson
In Attendance:	Director of Central & Leisure Services Head of Leisure Services Cultural Services Officer Museum Manager Causeway Museum Service Officer Causeway Museum Service Outreach Officer

Before the meeting began, the Director of Central & Leisure Services advised members that the Working Group had been reconstituted following the Council's AGM in June. It was agreed that as Chairman of the Leisure Committee, Ald F Campbell would remain Chairman of the Working Group.

1. Apologies

An apology was received from Cllr J Finlay.

2. Project Update

The Director informed members that the security review had been completed and a satisfactory report had been received from the Museums, Libraries & Archives Council. A copy of the report had been forwarded to Heritage Lottery Fund. There had been some minor issues highlighted regarding the Town Hall and these had been referred to the Director of Borough Services.

The Director reminded members that Patton Fit Out, Ballymena had been appointed as the main contractor and Council had recently approved that the contract for the IT and AV Hardware and Software be awarded to Atacama, a Bristol firm. Pattons will carry out a great deal of the work off site but are expected to come on site in February. The work will take approximately seven weeks and will be completed by the end of March. This will allow time for objects and labels to be placed in the display cases and for cleaning to take place. The museum will then open in May to coincide with the North West 200 which celebrates its 80th anniversary in 2009. Staff will be working to a very tight schedule and there is a tremendous amount of work to take place between now and May. However they are confident that the May opening is achievable.

3. First Temporary Exhibition

The Museum Manager informed members that the first temporary exhibition would develop the Road Racing exhibition in the Permanent Gallery. It will, as previously, look at the history

of the North West 200, but will also incorporate new, fresh ideas to attract repeat visitors. To maximise tourism potential, it will also run for four months from May to August.

There will be a launch of the first temporary exhibition in May. The Director informed members that money had been allocated in the 09-10 budget for the temporary exhibition programme and the launch. She advised that it was likely that the official opening of the museum would take place six months after it had been open to the public and that this would be organised by the Office of the Chief Executive.

Cllr E Robinson suggested the Council consider the possibility of inviting representation from the other towns called Ballymoney in the Republic of Ireland.

4. Preview Evening for Councillors & Invited Guests.

The Director outlined plans to hold two preview evenings for councillors and invited guests the week before the museum opens to the public. This would be an opportunity to thank all those people who had provided assistance by participating in focus groups to develop the story line or by lending/donating artefacts. The press would also be invited.

Members agreed that this would be very worthwhile.

5 Publicity

The Director asked members to consider the use of a symbol to identify the museum as Ballymoney Museum particularly post RPA. As the Derrykeighan Stone would be viewed as an iconic object of international importance, it was agreed that this would be an appropriate choice. The stone, which had been on loan to the Ulster Museum, will feature prominently in the new display and will be the first object visitors see on entering the museum.

The Cultural Services Officer advised members that a draft Marketing Strategy had been submitted to HLF to support the funding application. This could now be updated and brought to the Working Group for approval. She also informed members in addition to specific publicity for the first temporary exhibition, a modest brochure would be printed prior to the museum opening. However once the museum had opened and photographs taken of the new displays, a more detailed brochure would be produced.

6. Exhibition Policy

Copies of a draft Temporary Exhibition Policy were circulated for discussion. In relation to the commission charged for exhibitions (section 7), it was suggested that rather than have an incremental increase from 10% to 25% over a three year period, that the 25% commission charge should be applied at once. Following discussion, it was agreed that as this would primarily apply to art exhibitions which have been organised by or in conjunction with Ballymoney Borough Arts Committee, the Cultural Services Officer would seek the Executive Committee's advice.

Members were in agreement that free admission to the museum should be retained (Section 8).

7. Old Museum Items & Photographs

The Director informed members that there were a number of mounted prints of photographs from the museum collection which had previously been on display in Charlotte Street but which would not be required for future exhibitions. Examples of these were circulated to members. It was agreed that these would be available for sale at £10 each in the Tourist Information Centre.

The Museum Manager also circulated a photograph of a model of the McKinley Homestead at Conagher. It was agreed that this should be available for councillors to view at the next council meeting and thereafter, if the council didn't wish to retain it, it could be offered to the primary school in Dervock.

8. Museum Cabinets

The Cultural Services Officer reported that the cabinets which had been given to the museum by Down Museum had been passed on to Coleraine Borough Council who had incurred the costs for dismantling and moving them. The remaining cabinets had been distributed to Ballymoney High School, Dalriada School, Our Lady of Lourdes School, Ballymoney Health Centre and Leslie Hill.

9. Any Other Business

Cllr E Robinson informed members that as Vice Chair of the Causeway Museum Service, she had recently attended a meeting at DCAL with the Causeway Museum Service Officer. DCAL are currently consulting with the sector before developing a museum policy for Northern Ireland.

10. Date of Next Meeting

The next meeting will be arranged for the end of January. It was agreed that at this meeting, the Museum Manager would update members on the presentation of the storyline and objects to be included in the exhibition.