

**BALLYMONEY BOROUGH COUNCIL****Leisure & Amenities Committee Meeting No 362 – 16th June 2009****Table of Contents****LEISURE**

<b>362.1</b>	1.1 Matters Arising ref 361.10 – 19 <sup>th</sup> May Good Relations Action Plan 2009/10	<i>Councillor Stevenson noted as against proposal</i>
	1.2 Minutes – LAC 361 – 19 <sup>th</sup> May	<i>Approved</i>
<b>362.2</b>	Rasharkin Community Centre Management Committee Constitution	<i>Adopted</i>
<b>362.3</b>	Joey Dunlop Leisure Centre – Pricing Policy 2009/10	<i>Approved</i>
<b>362.4</b>	Joey Dunlop Leisure Centre – dates closed	<i>Approved</i>
<b>362.5</b>	Upgrade of Fire Alarm at Joey Dunlop Leisure Centre	<i>Invite 8 No applicants to tender</i>
<b>362.6</b>	Ballymoney Community Resource Centre – Correspondence	<i>Council to respond to correspondence</i>
<b>362.7</b>	Good Relations Action Plan 2008/09 – Feasibility Study for Good Relations Forum	<i>Refer to Good Relations Sub- Committee</i>
<b>362.8</b>	Business Plans 2009/10	<i>Approved</i>
<b>369.9</b>	Mayors Show 2009	<i>Councillors to advise their availability for judging</i>
<b>362.10</b>	Community Festival Fund	<i>Applications to be considered at special LAC committee on 1 July 2009</i>

**AMENITIES**

<b>362.11</b>	Core Funding for The Causeway Coast and Glens Heritage Trust	<i>Invite representatives from the CC&amp;GHT to the next committee meeting in September</i>
<b>362.12</b>	Amenities Working Groups	<i>Minutes approved</i>
<b>362.13</b>	Additional Signage at Amenities Facilities	<i>Erect a sign at Ballybogey at an estimated cost of £70</i>

<b>362.14</b>	Amenities charges 2009/10	<i>Approved</i>
<b>362.15</b>	Sport NI – Places for Sports Surfaces	<i>Deferred</i>
<b>362.16</b>	12 <sup>th</sup> Demonstrations – Requests for Assistance	<i>Note request for contribution to portable toilets and defer provision of bins to the next Health and Environmental Services meeting</i>
<b>362.17</b>	Use of Fulton Park Recreations Grounds	<i>Granted</i>
<b>362.18</b>	Use of Fulton Park Recreation Grounds	<i>Granted</i>
<b>362.19</b>	Application for Wayleave at Riverside Park, Ballymoney	<i>Granted subject to stated terms and conditions</i>
<b>362.20</b>	Ballymoney Cemetery Memorials	<i>Granted</i>
<b>362.21</b>	Electrical Inspection Contract 2009/11 (Select List)	<i>Approve 7 No applicants and invite to tender for works</i>
<b>362.22</b>	Burial Space	<i>Grant burial space</i>
<b>362.23</b>	Correspondence - Workshop	<i>Community Safety Officer to attend</i>
<b>362.24</b>	Correspondence - Safety Of Sports Ground (NI) Order 2006	<i>Information</i>

## BALLYMONEY BOROUGH COUNCIL

Minutes of Leisure & Amenities Committee Meeting No 362 held in the Joey Dunlop Leisure Centre, on Tuesday 16th June 2009 at 7.00pm.

**IN THE CHAIR:** F Campbell

**PRESENT:** **Aldermen**  
J Simpson  
C Cousley, MBE, Deputy Mayor  
H Connolly

**Councillors:**  
A Cavlan  
J Finlay, Mayor  
A Patterson  
M McCamphill  
E Robinson  
R Wilson  
I Stevenson

**APOLOGIES:** P McGuigan  
T McKeown

**IN ATTENDANCE:** Director of Central and Leisure Services  
Items [1-10]  
Head of Amenities  
Items [11-24]  
Committee Clerk

### 362.1 MINUTES - LAC 361 – 19th May 2009

#### 1.1 **Matters Arising** **Good Relations Action Plan 2009/10 (361.10)**

Councillor Stevenson asked that it be noted (at point 361.10, 19<sup>th</sup> May 2009) that he was against the proposal, feeling that a Good Relations Sub-Committee should not be exclusive and that all 16 members should be on the Sub-Committee.

#### 1.2 **Minutes - LAC 361 – 19<sup>th</sup> May 2009**

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

***that the minutes of Leisure and Amenities Meeting No. 361 – 19<sup>th</sup> May 2009 as circulated, be confirmed as a correct record.***

**LEISURE SERVICES****362.2 RASHARKIN COMMUNITY CENTRE MANAGEMENT COMMITTEE CONSTITUTION (361.13)**

The Director advised that at the Council Meeting on 1<sup>st</sup> June 2009 members had agreed to refer this item back to committee for further consideration. At last month's committee members considered the revised constitution and agreed **"to recommend that Council approve the proposed Rasharkin Community Centre Management Committee revised constitution with the exception of the wording " with the exception of cross community religious events" at point 4.5, page 4"**.

Councillor Stevenson advised that he had further considered the matter and was withdrawing the proposal he had made last month. Members discussed the original wording of clause 4.5, page 4.

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

***to recommend that Council adopt the Rasharkin Community Centre Management Committee Constitution attached as Appendix A.***

- \* Councillor Stevenson left the meeting at 7.35pm
- \* Councillor Wilson left the meeting at 7.35pm.

**362.3 JOEY DUNLOP LEISURE CENTRE – PRICING POLICY 2009-10**

The proposed pricing policy for the Joey Dunlop Leisure Centre facilities, effective from 1<sup>st</sup> September 2009 is attached as Appendix B.

The Director advised that in order to attempt to achieve the level of income for the year set by the Council, most charges have been increased by an average of 5%.

The charges detailed in the schedule are inclusive of VAT at 17.5%, however from 1<sup>st</sup> September to 31<sup>st</sup> December 2009 the VAT rate applied will be 15%.

Current information is that standard rate VAT will revert to 17.5% from 1<sup>st</sup> January 2010.

**IT IS RECOMMENDED THAT** the pricing policy for 2009-10 be approved.

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

***to recommend that Council adopt the Joey Dunlop Leisure Centre Pricing Policy 2009/10 effective from 1<sup>st</sup> September 2009, attached as Appendix B.***

**362.4 JOEY DUNLOP LEISURE CENTRE - DATES CLOSED**

The Director advised that for efficiency reasons, it is recommended that the Leisure Centre closes to the public on the following dates –

Sunday 12<sup>th</sup> July 2009  
 Monday 13<sup>th</sup> July 2009 and  
 Tuesday 14<sup>th</sup> July 2009

The Director further advised that Leisure Centre staff will be required to take one day's leave.

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

***to recommend that, for efficiency reasons, Council close the Joey Dunlop Leisure Centre on Sunday 12<sup>th</sup> July, Monday 13<sup>th</sup> July and Tuesday 14<sup>th</sup> July 2009.***

Councillor Robinson abstained from any decision.

### **362.5 UPGRADE OF FIRE ALARM AT JOEY DUNLOP LEISURE CENTRE**

Applications from competent Electrical Contractors, who would be interested in having their names considered for inclusion on a Select List, were invited by public advert.

The closing date for receipt of applications was Friday 12<sup>th</sup> June 2009. The applications were opened by the Chair of Committee and Director and forwarded to the Councils Consultants, Cogan & Shackleton, for evaluation and report. A report, with recommendations was circulated.

The Director advised that 28 No. Applications were received and examined to determine suitability for the project. Criteria for inclusion on the select list were as defined within the Notice to Contractors and agreed with the Project Team. The applications were examined and scores allotted under the appropriate criteria and the applicants ranked in score order. The majority of the applicants would have the necessary skills and resources to carry out the project. With such a long list of applicants it is recommended that 8 No firms should be allowed to tender for the project. 9 No. applicants had the highest ranking scores, upon examination of the documents it was revealed that 2 businesses have the same business address and reference the same sample projects in their submissions. Council's consultants consider it inappropriate to have what is essentially the same business entity pricing the project twice and would recommend that only one of these two should be included in the shortlist and that the preference should be for the electrical engineering contractors rather than the specialist security firm.

The Council's consultants recommended that the following 8 No applicants form the select list.

#### No. Applications and Business Name and Address

- |    |   |
|----|---|
| 3  | JD MCGeown Ltd, Windsor Business Pk, 16-18 Lower Windsor Ave, Belfast, BT9 7DW        |
| 24 | Little Electrical Engineers, 30-32 Queens Place, Lurgan, BT66 8BY                     |
| 16 | McDowell Installations, Unit A5 Sydenhan Business Park, 17 Heron Rd, Belfast, BT3 9LE |
| 20 | HM Electrics Ltd, 95 Glen Road, Maghera, BT46 5JG                                     |

- 22 Irwin Group Electrical Engineers, Unit 14 48-56 Duncrue St, Belfast, BT3 9AQ
- 23 Red Electrics Ltd, 9 Sentry Lane, HydePark Industrial Estate, Newtownabbey, BT36 4XX
- 27 Braid Electrical Services Ltd, Unit 2, Braidriver Buiness Park, Railway St, Ballymena, BT42 2AF
- 26 Dowds Electrical 2/4 Milltown Road, Ballymoney, BT53 6LE

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

***to recommend that Council approve the Select List of 8 No applicants, as outlined above, to tender for the upgrade of Fire Alarm at the Joey Dunlop Leisure Centre.***

\* Councillor Stevenson rejoined the meeting at 7.50pm.

### **362.6 BALLYMONEY COMMUNITY RESOURCE CENTRE – CORRESPONDENCE**

Committee was advised of correspondence received from Ballymoney Community Resource Centre relating to the removal of the Community Support Grant Scheme for 2009/10 (circulated). At the request of members at reference 361.16, 19<sup>th</sup> May, the Director also circulated a schedule of all the Community Supports Grants paid in 2008/09.

Councillor Robinson, whilst understanding that groups may feel dismayed at the withdrawal of the funding, stated that the money was spent on various outings and bus trips and Christmas lunches for the groups and not on, “running costs such as stationery, postage, volunteer expenses”, as was intimated in the letter from Ballymoney Resource Centre.

Councillor Cavlan concurred with Councillor Robinson’s comments and enquired if other Council’s in the Causeway Cluster had similar grant schemes.

Councillor McCamphill enquired if it was the role of the coordinator of the Ballymoney Resource Centre to assist community groups to source funding.

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

***to recommend that Council respond to the coordinator of Ballymoney Community Resource Centre detailing that Council cannot be accused of withdrawing vital funding from, “development grants to build the capacity within our youth”, when the money was not used for vital funding in the first instance.***

### **362.7 GOOD RELATIONS ACTION PLAN 2008/09 – FEASIBILITY STUDY FOR GOOD RELATIONS FORUM**

Under the 2008/09 Good Relations Action Plan Good Relations Associates were engaged to carry out a feasibility study on behalf of Ballymoney Borough Council.

The main purpose of the study was to ascertain the need for a Good Relations Forum within the Borough. The need for a forum was highlighted in the community audit undertaken in 2007.

A series of consultation exercises took place between January and March 2009 and involved input from Elected Members, Council Officers and some limited input from local voluntary/community groups.

Due to limited feedback from the voluntary/community sector it was agreed that the study was not representative of all the communities within the Borough and that the need for a Good Relations Forum had not been substantiated by the research undertaken.

The Director advised that after consultation within the Community Relations Unit, it is suggested that the best approach on this matter, is to work in partnership with neighbouring Councils to identify possible structures within the new Causeway Coast and Glens District Council 2009/11. There is concern about effectiveness of establishing such localised structures prior to RPA.

The Director suggested that the matter could be referred to the Good Relations Sub-committee for consideration.

Councillor Robinson suggested that this indeed was very timely, it was positive to widen the work in partnership with neighbouring Councils.

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

***to recommend that Council refer the Feasibility Study For a Good Relations Forum to the Good Relations Sub-Committee for consideration.***

### **362.8 BUSINESS PLANS 2009/10**

The Director advised that business plans for Arts, Museum, Tourism and Good Relations/ Community Support have been devised for the year 2009/10. The plans identify the work, which will be undertaken during the year and the resources available to the service (circulated).

**IT IS RECOMMENDED THAT** the 4 plans are approved.

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

***to recommend that Council approve the business plans for Arts, Museum, Tourism and Good Relations/ Community Support for 2009/10, attached as Appendix C.***

### 362.9 MAYORS SHOW 2009

The Director reminded members that the annual Mayor's Show is planned for Saturday 27<sup>th</sup> June 2009. The assistance of Councillors to act as judges of the vintage display categories and the floats is requested. The Director asked if members please contact either the Cultural Services Officer or the Director regarding their availability.

Councillor Cavlan confirmed her availability to attend.

Councillor McCamphill advised members that, unfortunately this date clashed with the Cloughmills June Fair (which is also being held on Saturday 27<sup>th</sup> June).

### 362.10 COMMUNITY FESTIVAL FUND

The Director informed members that following Council's decision on 1<sup>st</sup> June 2009 to make available a Community Festival Fund Grant Scheme for 2009/10, a public call for applications was advertised on 10<sup>th</sup> June. Closing date for receipt of applications is 25<sup>th</sup> June 2009. Applications will be assessed and a report will be brought to the Special Leisure & Amenities Committee on 1<sup>st</sup> July 2009 for consideration.

- \* **Director of Central and Leisure Services left the meeting at 8.20pm.**
- \* **Head of Amenities arrived at the meeting at 8.20pm.**

## AMENITIES

### 362.11 CORE FUNDING FOR THE CAUSEWAY COAST AND GLENS HERITAGE TRUST (CC&GHT)

Head of Amenities advised that correspondence to the Mayor dated 10<sup>th</sup> May from the Causeway Coast & Glens Heritage Trust was drawn to his attention on 26<sup>th</sup> May (circulated).

The letter addresses the issue of core funding for the Trust in 2009-2010 in the context of the Antrim Coast & Glens AONB and requests "an opportunity to present our case to the Council ...".

**IT IS RECOMMENDED** that Committee consider the matter and make recommendation to Council.

Referring to the letter, Alderman Simpson said he was unaware of the correspondence which CC&G Heritage Trust had written to Council in November 2008, nor was he aware of the meeting between the Trust Director and a colleague at the Council in January 2009. Alderman Simpson felt strongly that members need to be kept informed of any such discussions or correspondence so that they may be able to make informed decisions about funding outside bodies at the rate estimate round.

Councillor McCamphill felt it would be appropriate to ask the CC&G Heritage Trust to make their presentation to Committee in September, so that they



may consider their request, along with all the other funding requests, at the next rates estimate round for 2010/11.

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

***to recommend that Council invite representatives from the CC&G Heritage Trust to make their presentation to committee in September 2009. The Trust should be informed that there is no money available to fund them in the current years' budget but that members shall consider this issue, along with all the other funding requests, at the next rates estimate round for 2010/11.***

### **362.12 AMENITIES WORKING GROUPS**

Meetings of both the Future Amenities Working Group and the Existing Amenities Working Group were held in June on the 5<sup>th</sup> and 9<sup>th</sup> respectively.

The Minutes, together with other relevant Working Group papers were circulated.

**IT IS RECOMMENDED** that the Minutes of the Future Amenities Working Group held on 5<sup>th</sup> June and those of the Existing Amenities Working Group held on 9<sup>th</sup> June be accepted.

Alderman Connolly apologised for missing the meeting.

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

***to recommend that Council approve the Minutes of the Future Amenities Working Group No. 1 - Friday 5<sup>th</sup> June, attached as Appendix D.***

It was proposed by Councillor Cavlan, seconded by Councillor Patterson and **AGREED:**

***to recommend that Council approve the Minutes of the Existing Amenities Working Group No. 1 - Tuesday 9<sup>th</sup> June, attached as Appendix D.***

\* **Councillor Stevenson left the meeting at 8.50pm.**

### **362.13 ADDITIONAL SIGNAGE AT AMENITIES FACILITIES**

Further to LAC Minute 362.4 regarding the above matter, Head of Amenities informed members that the play area signage is conforming to EN1176 European Standards for Children's Playgrounds regarding general safety measures and therefore cannot be relocated as had been previously anticipated by a member.

**IT IS RECOMMENDED** that Committee then further consider the matter and make a recommendation to Council.

The Head of Amenities reminded members that it is estimated that the provision of such additional signage at every Amenities facility would cost approximately £5,000. Such expenditure has not been budgeted for in the current year (2009-2010) and that if members so wished to be selective about erecting further signage at the entrance to play area facilities, one sign and associated works would cost approximately £70. The artwork for such a proposed sign was circulated.

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

***to recommend that Council erect a sign at the entrance to the play area facility at Ballybogey, at an estimated cost of £70, to be funded out of the current Borough Services budget 2009/10.***

Councillor Robinson further suggested that any additional requests for dog-fouling signage could be funded out of dog-fouling penalty fines.

\* **Councillor Stevenson rejoined the meeting at 9.00pm.**

#### **362.14 AMENITIES CHARGES 2009-2010**

Proposed charges for 2009-2010 for Riada Stadium and Football Pitches, Cemeteries, Town Hall and Social Centre and for Drumaheglis Marina & Caravan Park were circulated.

**IT IS RECOMMENDED** that Council implement the new charges from 1<sup>st</sup> September 2009 with the exception that the new charges for the Caravan Park at Drumaheglis being implemented from 1<sup>st</sup> March 2010.

Head of Amenities responded to members' questions regarding the percentage increases and application of Royalty charges for the Performing Rights Society at the Town Hall and Social Centre.

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

***to recommend that Council approve the 2009-2010 Charges for Riada Stadium and Football Pitches, Cemeteries, Town Hall, Social Centre and Drumaheglis Marina & Caravan Park, attached as Appendix E.***

#### **362.15 SPORT NI – PLACES FOR SPORTS SURFACES**

\* **Councillor Finlay arrived at the meeting at 9.10pm.**

At the previous Committee meeting members were advised concerning correspondence received from Sport NI, dated 29<sup>th</sup> April, regarding the above mentioned programme and reference was made to a project, developed on behalf of Council, relating to the provision of a 3G floodlit synthetic pitch at Riada Playing Fields for which planning approval has been obtained. The estimated cost of the project was £625,000.

The Committee's recommendation, which was accepted by Council at its meeting on 1<sup>st</sup> June was "that Council defer any decision on making a grant application to the Sport NI – Places for Sports Surfaces programme until the matter would be further considered at the June Leisure and Amenities Committee meeting."

Head of Amenities advised members that, to date, there was no further information available from Sport NI, that he had been in touch with the IFA and asked to be kept apprised of developments. The announcement of the "full" phase of funding arrangements is understood to be imminent. He suggested the item be revisited at the next committee meeting and if necessary brought before the Council meeting.

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

***to recommend that Council defer the Sport NI – Places For Sports Surfaces item to the next committee meeting or in the event of information being available, a report be tabled at the Council meeting.***

#### **362.16 12<sup>TH</sup> DEMONSTRATIONS – REQUESTS FOR ASSISTANCE**

At the Council's meeting on 1<sup>st</sup> June it was agreed that Leisure & Amenities Committee items LAC369.9.1 and LAC369.9.2 be referred back to the Committee's June meeting.

Committee is asked to note that as the Council's trailer was pre booked at the time the booking was made regarding Drumbolcan Park, Rasharkin, that same would therefore not be available, as per the later request received.

**IT IS RECOMMENDED** that Committee reconsider the request for assistance received and make recommendation to Council.

Further to minute references CM 903.7.1 (Rasharkin District LOL No.3 request for contribution towards portable toilets) and CM 903.7.2 – 1<sup>st</sup> June 2009 (Ballymoney District LOL No.16 request for provision of bins at Ballymoney Showgrounds), Councillor McCamphill felt that the initial proposal should still be noted as at minute reference 361.9.1 and that the issue of the provision of bins be brought to the appropriate committee to consider.

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

***to recommend that, due to budgetary constraints, Council note the Rasharkin District LOL No.3 request for a contribution towards the hire of portable toilets and that the request from Ballymoney District LOL No.16 for the provision of bins at Ballymoney Showgrounds be deferred to the next meeting of the Health and Environmental Services Committee.***

**362.17 USE OF FULTON PARK RECREATION GROUNDS**

Balnamore & District Community Association have requested, as in previous years, the use of Fulton Park Recreation Grounds for their Annual Fun Day on Saturday 1<sup>st</sup> August 2009.

**IT IS RECOMMENDED** that Council grant the request.

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

***to recommend that Council grant the use of Fulton Park Recreation Grounds to Balnamore & District Community Association for their Annual Fun Day to be held on Saturday 1<sup>st</sup> August 2009.***

\* **Councillor McCamphill left the meeting at 9.40pm.**

**362.18 USE OF FULTON PARK RECREATION GROUNDS**

The Mill Youth Club (Balnamore & District Community Association) have requested the use of Fulton Park Recreation Grounds for a Family Fun Night and Football Competition on Friday 28<sup>th</sup> August 2009.

**IT IS RECOMMENDED** that Council grant the request.

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

***to recommend that Council grant the use of Fulton Park Recreation Grounds to The Mill Youth Club (Balnamore & District Community Association) for a Family Fun Night and Football Competition to be held on Friday 28<sup>th</sup> August 2009.***

**362.19 APPLICATION FOR WAYLEAVE AT RIVERSIDE PARK, BALLYMONEY**

Correspondence has been received from Northern Ireland Transport Holding Company requesting grant of wayleave across Council land at Riverside Park to enable laying of drainage pipe from railway track which will discharge into the Ballymoney River.

**IT IS RECOMMENDED** that Council grant the way leave subject to the following conditions:

- 1) the compensation for the way leave to be determined by the District Valuer; and
- 2) the Northern Ireland Transport Holding Company to be responsible for Council's legal fees.

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

***to recommend that Council grant Northern Ireland Transport Holding Company a wayleave across Council land at Riverside Park to enable laying of drainage pipe from railway track which will discharge into the Ballymoney River subject to (1) compensation for the way leave to be determined by the District Valuer; and (2) the Northern Ireland Transport Holding Company to be responsible for Council's legal fees.***

### **362.20 BALLYMONEY CEMETERY MEMORIALS**

Applications have been received as undernoted for the erection of memorials in Ballymoney Borough Cemeteries.

Section A No. 14 & 15 (Rasharkin Cemetery)

Mr Alan Johnston, 134 Duneany Road, Rasharkin  
Granite Headstone and Base

Section I2 No. 114

Mr Ian Jack, 31 Raceview Drive, Ballymoney  
All Blue Pearl Granite Polished Headstone and Base

Section I3 No. 111

Mrs Siobhan Tweed, 124 Newbridge Road, Ballymoney.  
Black Granite Headstone and Base

Section I3 No. 100

Mr David McClure, 15 Tudor Oaks. Ballymoney  
South African Grey Granite Headstone and Base

**IT IS RECOMMENDED** that Council grant permission to the above applicants to erect memorials in Ballymoney Cemetery, subject to usual requirements.

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

***to recommend that Council grant permission to the above applicants to erect memorials in Ballymoney Cemetery, subject to usual requirements.***

### **362.21 ELECTRICAL INSPECTION CONTRACT 2009-2011 (SELECT LIST)**

On 10<sup>th</sup> June at 2.00pm the Committee Chair together with the Head of Amenities opened Select List Applications returned in respect of the Electrical Inspection Contract 2009-2011.

Head of Amenities reported that 17 No. Applications were received and examined by Council's consultant's Cogan and Shackleton to determine suitability for the project. Criteria for inclusion on the select list were as

defined within the Notice to the Contractors and agreed with the Project Team. The applications were examined and scores allotted under the appropriate criteria and the applicants ranked in score order. Two applicants tied for 6<sup>th</sup> position. The following 7 No applicants had the highest ranking score and are considered to have the skill and resources to carry out the contract.

No Applicants and Name and Address

- 14 Little Electrical Engineers, 30-32 Queens Place, Lurgan, BT66 8BY
- 15 Stothers (M&E) Radiant Works, Sunwich St, Ravenhill Avenue, Belfast, BT6 8HR
- 2 RHK Davidson & Co, 35 Bushmills Rd, Coleraine, BT52 2BP
- 11 Red Electrics Ltd, 9 Sentry Lane, HydePark Industrial Estate, Newtownabbey, BT36 4XX
- 12 Dowds Electrical, 2/4 Milltown Road, Ballymoney, BT53 6LE
- 7 Irwin Group Electrical Engineers, Unit 14, 48-56 Duncrue St, Belfast, BT3 9AQ
- 8 HM Electrics Ltd, 95 Glen Road, Maghera, BT46 5JG

**IT IS RECOMMENDED** that Committee consider the consultant's report and make recommendation to Council.

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

***to recommend that Council approve the Select List of 7 No. applicants as detailed above to tender for the Electrical Inspection Contract 2009-2011***

### **362.22 BURIAL SPACE**

An enquiry has been received from Moyle DC, which has no cemeteries of its own, asking whether in the event of an emergency Council would, out of its resources, make burial space available.

Committee is asked to consider the matter and make recommendation to Council on the issue.

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

***to recommend that Council, in the event of an emergency, make burial space available to Moyle DC and to charge the appropriate non-resident cemetery rate.***

### **362.23 CORRESPONDENCE – WORKSHOP ON ANTI-SOCIAL BEHAVIOUR**

Correspondence has been received from the Chair of Lisburn Leisure Services Committee inviting members to attend a Workshop on Anti-Social Behaviour in Public Parks and Amenity Areas to be held on Thursday 18<sup>th</sup> June. There will be a presentation by Dr Peter Shirlow, a Senior Lecturer in Law at Queens University Belfast. His talk will explore what anti-social behaviour means in terms of a legal definition and a social definition and examine the growth of ASB across N Ireland in recent years.

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

***to recommend that Council nominate the Community Safety Officer to attend the Workshop on Anti-Social Behaviour in Public Parks and Amenity Areas to be held on Thursday 18<sup>th</sup> June at Lisburn City Council.***

### **362.24 SAFETY OF SPORTS GROUND (NI) ORDER 2006**

Head of Amenities informed members that correspondence from Department of Culture, Arts and Leisure has been received dated 22<sup>nd</sup> and 26<sup>th</sup> May with respect to above. In accordance with the above Order, the Department is proposing to designate, by order, sports grounds being able to accommodate more than 5,000 spectators. Two facilities within the Borough Council area have been determined to fall within this definition as determined by Sport Northern Ireland (SNI) –

Loughguile GAC, Loughguile.  
Riada Stadium, Ballymoney.

In accordance with Article 19(1)(b) of the Order, the Department also proposes to prescribe by Regulation the fees to be charged by district councils in respect of application for the issue amendment, replacement and transfer of safety certificates.

**This being all the business the meeting closed at 9.55pm.**

**Appendix A:** Rasharkin Community Centre Management Committee Constitution

**Appendix B:** Joey Dunlop Leisure Centre – Pricing Policy 2009/10

**Appendix C:** Business Plans for Arts, Museum, Tourism and Good Relations/ Community Support for 2009/10

**Appendix D:** Minutes of Meeting No. 1 Future Amenities Working Group 5<sup>th</sup> June 2009 and Minutes of Existing Amenities Working Group No. 1 held on Tuesday 9<sup>th</sup> June 2009.

**Appendix E:** 2009-2010 charges for Riada Stadium and Football Pitches, Cemeteries, Town Hall, Social Centre, Drumaheglis Marina & Caravan Park

# **APPENDIX A**

# **Rasharkin Community Centre**

# **Management Committee**

# **Constitution**



# **Rasharkin Community Centre**

## **Management Policy and Constitution (Original)**

### **1. BACKGROUND**

- 1.1. Proposals to build a Community Centre in Rasharkin dated to 1988 when Ballymoney Borough Council conducted an initial feasibility study. This study concluded that there was a need for a Community Centre in Rasharkin, but the project did not proceed, as there was no funding available for the project at that time.
- 1.2. In April 1993 the Council commissioned Price Waterhouse to update the 1988 study and to conduct a full investigation appraisal in accordance with H.M Treasury guidelines. This appraisal again confirmed the need for a Community Centre in Rasharkin, which would provide a neutral meeting place for the Community. The 1993 appraisal also recommended that the Council should develop a new building on the old school site. However funding was again not available for the project.
- 1.3. In October 1994 the Council's application for financial assistance was considered by the Department of Finance and Personnel and the Central Community Relations Unit under the Physical and Social Environment Programme (PSEP). CCRU commissioned Price Waterhouse to update the 1993 appraisal with specific reference to: -

**a) Validation of the current situation regarding the project objectives.**

- b) Analysis of need in terms of – demand, existing facilities, gaps in provision, potential users, financial modelling of the options, costs and revenues.

***The latest appraisal, as with the earlier ones, again confirmed that there remained a defined and strong need for a Community Centre in Rasharkin and that such a Centre would have a positive impact on community relations in the village. The report considered various options but concluded that the best option available (following financial and qualitative analysis) was to construct a new Community Centre on the Council's lands at Drumbolcan Park. (The Council had old changing rooms on this site, which were in need of upgrading).***

- 1.4. The capital cost for the project was estimated at £275,000 and the Department of Finance and Personnel offered the Council 75% grant on the costs i.e. a grant of £206,250 under the Physical and Social Environment Sub-Programme of the European Regional Development Fund.

At the Council meeting on 5<sup>th</sup> February 1996, the Council accepted the offer of grant of £206,250 from the Department of Finance and

Personnel to provide a Community Centre at Rasharkin and invited a Select List of Contractors for the construction.

The lowest tender i.e. from P.A. Turner, Swatragh at a cost of £248,998.30 was accepted by the Council at their meeting on 7<sup>th</sup> October 1996.

- 1.5. Payment of the grant was subject to certain conditions forwarded by the Department of Finance and Personnel including that the management of the Centre must at all times be cross-community and representative of the local community and CCRU approval would be required to the composition of the management committee. In addition the programme/activities delivered by the Centre must also be representative of all sections of the community.

***Ballymoney Borough Council shall be the employer of staff required for the project and shall be responsible for all matters in connection with their employment. On completion of the project the Council shall mount a permanent plaque on site incorporating the EC logo and a statement acknowledging that the project costs have been partly financed by the European Regional Development Fund.***

- 1.6. The Community Relations Council appointed Williamson Consulting to act as a facilitator to support the proposed Management Committee and offer advice and guidance on their role. Meetings have taken place with the proposed Management Committee and Council representatives.

1.7. Neutral Venue

A neutral venue is a place, which is seen to be accessible by and acceptable to people from all sections of the community for cross community activities (CRC). Perceptions about the neutrality of a venue can be influenced by several factors including its location, its surrounding environment, its management, its staff, its accessibility, its programme and activities and indeed its whole ethos.

The Management Committee of Rasharkin Community Centre should be committed to ensuring that the building remains neutral and reflects the needs of all the local community.

## 2. MANAGEMENT COMMITTEE

**The Management Committee should be: -**

- (a) a committed and hard-working group whose time priority lies in maximising cross-community utilisation of the Centre in the first year and concurrently planning future development of the Centre.
- (b) a group with the willingness and ability to acquire expertise and experience to develop an active cross-community programme into real community reconciliation in the medium to long term.

- (c) a group capable of addressing issues of mutual understanding and reconciliation without incurring divisions within the management group itself.

### **Objectives of Management Committee**

- (a) ***To improve community relations within the Rasharkin area through the development of a neutral venue where people of different religious, political and community backgrounds can share social and recreational opportunities.***
- (b) To devise, provide and implement a programme of activities, which meet the social and recreational requirements of the people within the Rasharkin area.
- (c) To co-operate with Ballymoney Borough Council to ensure the smooth running of the Rasharkin Community Centre and to promote ideas and activities approved by the Council and Central Community Relations Unit.
- (d) To ensure maximum use of the Centre and the provision of a varied programme of activities catering for all needs.
- (e) To ensure that the Centre remains financially viable through the expedient use of fundraising opportunities and prudent allocation of resources.
- (f) To develop amongst the community of the Rasharkin area a mutual understanding, a respect for differing traditions and sensitivity for each other's culture.

### **Role of Management Committee**

In order to address Clause 5.1 contained within the offer of funding from the Central Community Relations Unit and also to ensure the effective development of Rasharkin Community Centre as a neutral venue it is recommended that a partnership be established between the Council and the Management Committee.

The Management Committee shall be responsible for: -

- a) The day-to-day management of the Centre.
- b) Developing a wide-ranging programme of activities providing opportunities for the whole Rasharkin community.
- c) Considering booking applications for use of the Centre.
- d) Receiving income from bookings of the Centre
- e) All relevant running costs e.g. heating, lighting, internal maintenance, equipment replacement and repairs etc.

- f) Raising and exercising control over any monies generated by its own activities.
- g) Organising specific events in the Centre either of a seasonal nature or to address a gap which other activities do not provide for.
- h) Promoting Rasharkin Community Centre and the programme of activities, which it offers as a neutral venue in ethos, appearance, activities and identity.
- i) Having its own public liability insurance as recommended by Ballymoney Borough Council.
- j) Ensuring that fire and other procedures are put in place in accordance with Health and Safety Legislation.

**Ballymoney Borough Council would be responsible for: -**

- (a) The external maintenance of the building.
- (b) Insuring the building
- (c) Employing and managing a Caretaker.
- (d) Maintaining the grounds.
- (e) Allocating the football pitch bookings (it is recommended that all income from football bookings which use the changing accommodation of the Centre should be shared equally between the Council and the Management Committee).

**MEMBERSHIP OF MANAGEMENT COMMITTEE**

The Management Committee should consist of: -

- (a) Four Councillors – nominated by Ballymoney Borough Council
- (b) Four representatives nominated by Rasharkin & District Residents Association.
- (c) Four other members nominated and appointed by the Council.
- (d) Ballymoney Borough Council's Community Relations Officer who will carry out the duties of Secretary to the Committee. This will be a non-voting role. He/she shall be responsible for the administrative work concerned with bookings and shall also act in an advisory/supportive role to the Committee.

Please note: -

- I. The Management Committee must at all times be cross community and representative of the local community.
- II. The Management Committee shall also have the ad-hoc presence of other Officers e.g. Sports Development Officer, Economic Development Officer, Cultural Services Officer etc.
- III. The Management Committee shall also have ad-hoc input from other agencies e.g. RUC Community Officers, Housing Executive, Social Services, Youth Service etc.

### CONDITIONS OF LETTING

All users shall leave the building in the condition that it was hired. Any additional cleaning (above and beyond the normal) shall be charged to the user.

All bookings shall be confined to the area/s, which have been allocated. No additional sound system shall relay proceedings to the outside of the building without the Management Committee's approval.

All users must make good any damage to the building, fittings or equipment etc. Whether caused accidentally or otherwise.

The Management Committee reserves the right to refuse any request for hire without explanation.

The Centre shall not be available for any religious activities with the exception of cross community religious events.

The Centre will not be available for political meetings or activities.

All hire charges shall include heat and light but may not necessarily include equipment for which there may (at the discretion of the Committee) be an extra charge.

Alcohol shall be prohibited in the Centre except at special event approved by the Management Committee.

The Centre shall be available for use from Monday to Saturday and for special events on Sundays as approved by the Management Committee.

All users must agree to abide by Health and Safety procedures laid down for the Centre.

Opening and closing the building will be the responsibility of the Caretaker. The responsibility for the keys of the Centre shall not be passed to other users without prior approval of the Management Committee.

## **BOOKING CONDITIONS**

All hire is subject to the completion of a booking form.

All applications for hire must be made to the Rasharkin Community Centre Management Committee through the Secretary.

The Management Committee shall not be responsible for the failure of users to fulfil bookings and no transfer of booking shall apply.

A series of bookings made at one application (at the discretion of the Committee) may entitle the user to certain discounts.

Block bookings may be available at certain “off peak” hours. Details of these hours will be posted in the Centre.

All letting fees must be paid in advance upon acceptance of the booking.

“One off” bookings will be subject to a refundable deposit and will only be accepted if deposit and relevant fee are paid beforehand.

A surcharge of 5% (live music) and 10% (recorded music) will be added to all bookings where music is included in compliance with 1956 Copyright Act.

Genuine cancellations of bookings must be received in writing to the Secretary within 48 hours prior to the booking itself. Applications for refunds which comply with this criteria may be made to the Committee for consideration.

For commercial lettings add 100% to normal booking rates.

## **6. FINANCIAL SYSTEMS**

- 6.1 Income obtained and expenditure undertaken shall be the responsibility of the Management Committee who will appoint an Honorary Treasurer from amongst their number annually.
- 6.2 It will be the Treasurer’s responsibility to ensure that adequate financial records are kept and that cash in hand, fundraising income and bank records are all reconciled on a monthly basis.

- 6.3 An annual audit of the Rasharkin Community Centre Management Committee's accounts will be carried out by Ballymoney Borough Council's Chief Finance Officer.
- 6.4 The Treasurer will be responsible for banking income and a current account in the name of Rasharkin Community Centre Management Committee shall be opened. Cheques should require two signatures drawn from three named signatories in the Committee, one of which will be the Secretary.

## **7. PROGRAMME AND ACTIVITIES**

- 7.1 The Management Committee shall ensure that the programme of activities on offer at Rasharkin Community Centre represents a wide range of cross community activities based on common interests and is accessible to the largest number of people within the greater Rasharkin area.
- 7.2 In addition to anticipated user groups, the Committee may at its own discretion decide to organise activities which area:
  - Requested by local demand.
  - Necessary to address a particular issue.
  - Necessary to address imbalance in provision on the grounds of gender, age, perceived affiliations.
  - Become available through Ballymoney Borough Council programmes

## **8. REVIEW OF POLICY**

- 8.1 Rasharkin Community Centre Management Committee reserves the right to review any policy contained within this document where necessary in order to ensure the success of Rasharkin Community Centre as a neutral venue.
- 8.2 Any change in policy must be approved by Ballymoney Borough Council
- 8.3 Charges for the hire of facilities at Rasharkin Community Centre should be reviewed annually.

## **Rasharkin Community Centre** **(Proposed) Revised Management Policy**

### **1. BACKGROUND**

- 1.1 Proposals to build a Community Centre in Rasharkin dated to 1988 when Ballymoney Borough Council conducted an initial feasibility study. This study concluded that there was a need for a Community Centre in Rasharkin, but the project did not proceed, as there was no funding available for the project at that time.
- 1.2 In April 1993 the Council commissioned Price Waterhouse to update the 1988 study and to conduct a full investigation appraisal in accordance with H.M Treasury guidelines. This appraisal again confirmed the need for a Community Centre in Rasharkin, which would provide a neutral meeting place for the Community. The 1993 appraisal also recommended that the Council should develop a new building on the old school site. However funding was again not available for the project.
- 1.3 In October 1994 the Council's application for financial assistance was considered by the Department of Finance and Personnel and the Central Community Relations Unit under the Physical and Social Environment Programme (PSEP). CCRU commissioned Price Waterhouse to update the 1993 appraisal with specific reference to: -
- a) ***Validation of the current situation regarding the project objectives.***
  - b) Analysis of need in terms of – demand, existing facilities, gaps in provision, potential users, financial modelling of the options, costs and revenues.

***The latest appraisal, as with the earlier ones, again confirmed that there remained a defined and strong need for a Community Centre in Rasharkin and that such a Centre would have a positive impact on community relations in the village. The report considered various options but concluded that the best option available (following financial and qualitative analysis) was to construct a new Community Centre on the Council's lands at Drumbolcan Park. (The Council had old changing rooms on this site, which were in need of upgrading).***

- 1.4 The capital cost for the project was estimated at £275,000 and the Department of Finance and Personnel offered the Council 75% grant on the costs i.e. a grant of £206,250 under the Physical and Social Environment Sub-Programme of the European Regional Development Fund.

At the Council meeting on 5<sup>th</sup> February 1996, the Council accepted the offer of grant of £206,250 from the Department of Finance and Personnel to provide a Community Centre at Rasharkin and invited a Select List of Contractors for the construction.



The lowest tender i.e. from P.A. Turner, Swatragh at a cost of £248,998.30 was accepted by the Council at their meeting on 7<sup>th</sup> October 1996.

- 1.5 Payment of the grant was subject to certain conditions forwarded by the Department of Finance and Personnel including that the management of the Centre must at all times be cross-community and representative of the local community and CCRU approval would be required to the composition of the management committee. In addition the programme/activities delivered by the Centre must also be representative of all sections of the community.

***Ballymoney Borough Council shall be the employer of staff required for the project and shall be responsible for all matters in connection with their employment. On completion of the project the Council shall mount a permanent plaque on site incorporating the EC logo and a statement acknowledging that the project costs have been partly financed by the European Regional Development Fund.***

- 1.6 The Community Relations Council appointed Williamson Consulting to act as a facilitator to support the proposed Management Committee and offer advice and guidance on their role. Meetings have taken place with the proposed Management Committee and Council representatives.

#### 1.7 Neutral Venue

A neutral venue is a place, which is seen to be accessible by and acceptable to people from all sections of the community for cross community activities (CRC). Perceptions about the neutrality of a venue can be influenced by several factors including its location, its surrounding environment, its management, its staff, its accessibility, its programme and activities and indeed its whole ethos.

The Management Committee of Rasharkin Community Centre should be committed to ensuring that the building remains neutral and reflects the needs of all the local community.

## **2. MANAGEMENT COMMITTEE**

### 2.1 Objectives of Management Committee shall be:

- (a) To manage a neutral venue where people of different religious, political and community backgrounds can share social and recreational opportunities.
- (b) To promote a programme of activities which meet the social and recreational requirements of the people within the Rasharkin area
- (c) To co-operate with Ballymoney Borough Council to ensure the smooth running of Rasharkin Community Centre.

- (d) To ensure maximum use of the Centre and to ensure that the Centre remains financially viable.

## 2.2 Role of Management Committee

The Management Committee shall be responsible for: -

- a) Promotion of a wide range of programme activities to provide opportunities for the Rasharkin community.
  - b) Consider booking applications for use of the Centre.
  - c) All relevant running costs e.g. heating, lighting, internal maintenance, equipment replacement and repairs etc.
  - d) Raising and exercising control over any monies generated by its own activities.
  - e) Promoting Rasharkin Community Centre as a neutral venue.
- 2.3 Ballymoney Borough Council would be responsible for: -

- a) The external maintenance of the building.
- b) Insuring the building
- c) Employing and managing a Caretaker.
- d) Handling all bookings for the Centre
- e) Receiving income from bookings of the Centre
- f) Lodgement of monies generated by centre bookings to Rasharkin Community Centre Management Committee Account
- g) Maintaining the grounds.
- h) Allocating the football pitch bookings. All income from football bookings that use the changing accommodation of the Centre will be shared equally between the Council and the Management Committee.

## **3 MEMBERSHIP OF MANAGEMENT COMMITTEE**

3.1 The Management Committee should consist of: -

- a) Four Councillors – nominated annually by Ballymoney Borough Council
- b) Four representatives nominated annually by Rasharkin & District Community Association.

- c) Four other members nominated and appointed by the Council.

### 3.2 The Officer Board

***The Committee shall appoint annually the following Officers:  
Chairperson, Vice Chairperson, Treasurer and Secretary.***

### 3.3 Please note: -

- a) The Management Committee must at all times be cross community and representative of the local community.
- b) The Management Committee may invite other Council Officers to attend as appropriate.
- c) The Management Committee shall also have ad-hoc input from other agencies e.g. PSNI, NIHE and other organisations.

## 4 CONDITIONS OF LETTING

- 4.1 All users shall leave the building in the condition that it was hired. Any additional cleaning (above and beyond the normal) shall be charged to the user.
- 4.2 All bookings shall be confined to the area/s, which have been allocated. No additional sound system shall relay proceedings to the outside of the building without the Management Committee's approval.
- 4.3 All users must make good any damage to the building, fittings or equipment etc. Whether caused accidentally or otherwise.
- 4.4 The Management Committee reserves the right to refuse any request for hire without explanation.
- 4.5 The Centre shall not be available for any religious activities with the exception of cross community religious events.
- 4.6 The Centre will not be available for political meetings or activities. However, the Centre can be used as a polling station during election periods.
- 4.7 All hire charges shall include heat and light but may not necessarily include equipment for which there may (at the discretion of the Committee) be an extra charge.
- 4.8 Alcohol shall be prohibited in the Centre except at special event approved by the Management Committee.

- 4.9 The Centre shall be available for use from Monday to Saturday and for special events on Sundays as approved by the Management Committee.
- 4.10 All users must agree to abide by Health and Safety procedures laid down for the Centre.
- 4.11 Opening and closing the building will be the responsibility of the Caretaker. The responsibility for the keys of the Centre shall not be passed to other users without prior approval of the Management Committee.

## **5 BOOKING CONDITIONS**

- 5.1 All hire is subject to the completion of a booking form.
- 5.2 All applications for hire must be made through Ballymoney Borough Council's Borough Services Directorate.
- 5.3 The Management Committee shall not be responsible for the failure of users to fulfil bookings and no transfer of booking shall apply.
- 5.4 A series of bookings made at one application (at the discretion of the Committee) may entitle the user to certain discounts.
- 5.5 Block bookings may be available at certain "off peak" hours. Details of these hours will be posted in the Centre.
- 5.6 All letting fees must be paid in advance upon acceptance of the booking.
- 5.7 "One off" bookings will be subject to a refundable deposit and will only be accepted if deposit and relevant fees are paid beforehand.
- 5.8 A surcharge of 5% (live music) and 10% (recorded music) will be added to all bookings where music is included in compliance with 1956 Copyright Act.
- 5.9 Genuine cancellations of bookings must be received in writing to the Borough Services Department of Ballymoney Borough Council within 48 hours prior to the booking itself. Applications for refunds, which comply with this criteria, may be made to the Committee for consideration.
- 5.10 For commercial lettings add 100% to normal booking rates.
- 5.11 Charges for the hire of facilities at Rasharkin Community Centre should be reviewed annually.

## **6. FINANCIAL SYSTEMS**

- 6.1 Income obtained and expenditure undertaken shall be the responsibility of the Management Committee who will appoint an Honorary Treasurer from amongst their number annually.
- 6.2 It will be the Treasurer's responsibility to ensure that adequate financial records are kept and that cash in hand, fundraising income and bank records are all reconciled on a monthly basis.
- 6.3 An annual audit of the Rasharkin Community Centre Management Committee's accounts will be carried out by Ballymoney Borough Council's Finance Officer.
- 6.4 All cheques shall be signed by two Committee members at least one of which must be the Treasurer. No two people related by marriage or birth can be allowed to sign cheques.

## **7. PROGRAMME AND ACTIVITIES**

- 7.1 The Management Committee shall ensure that the programme of activities on offer at Rasharkin Community Centre represents a wide range of cross community activities based on common interests and is accessible to the largest number of people within the greater Rasharkin area.
- 7.2 In addition to anticipated user groups, the Committee may at its own discretion decide to organise activities which are:
- Requested by local demand.
  - Necessary to address a particular issue.
  - Necessary to address imbalance in provision on the grounds of gender, age, perceived affiliations.
  - Become available through Ballymoney Borough Council programmes

## **8 REVIEW OF POLICY**

- 8.1 Rasharkin Community Centre Management Committee reserves the right to review any policy contained within this document where necessary in order to ensure the success of Rasharkin Community Centre as a neutral venue.
- 8.2 Any change in policy must be approved by Ballymoney Borough Council.

RASHARKIN COMMUNITY CENTRE MANAGEMENT COMMITTEE**ORIGINAL CONSTITUTION****2. MISSION STATEMENT**

Rasharkin Community Centre Management Committee is committed to the promotion of a social environment where all beliefs, views, cultures and identities can be shared and respected.

**3. NAME**

The name of the Committee shall be the Rasharkin Community Centre Management Committee (hereinafter called "the Committee").

**4. OBJECTIVES**

The objectives of the Committee shall be:

- a) To improve community relations within the Rasharkin area through the development of a neutral venue where people of different religious, political and community backgrounds can share social and recreational opportunities.
- b) To devise and provide a programme of activities which meet the social and recreational requirements of the people within the Rasharkin area.
- c) To co-operate with Ballymoney Borough Council to ensure the smooth running of Rasharkin Community Centre and to promote ideas or activities approved by the Council and Central Community Relations Unit.
- d) To ensure maximum use of the Centre and the provision of a varied programme of activities catering for all needs.
- e) To ensure that the Centre remains financially viable through the expedient use of fundraising opportunities and prudent allocation of resources.
- f) To develop amongst the community of the Rasharkin area a mutual understanding, a respect for differing traditions and sensitivity for each other's culture.

**5. MEMBERSHIP OF MANAGEMENT COMMITTEE**

The Management Committee should consist of: -

- (a) Four Councillors – nominated by Ballymoney Borough Council

- (b) Four representatives nominated by Rasharkin & District Residents Association
- (c) Four other members nominated and appointed by the Council.
- (d) Ballymoney Borough Council's Community Relations Officer who will carry out the duties of Secretary to the Committee. This will be a non-voting role.

He/she shall be responsible for the administrative work concerned with bookings and shall also act in an advisory/supportive role to the Committee.

Please note: -

- a) The Management Committee must at all times be cross community and representative of the local community.
- b) The Management Committee shall also have the ad-hoc presence of other officers e.g. Sports Development Officer, Economic Development Officer, Cultural Services Officer etc.
- c) The Management Committee shall also have ad-hoc input from other agencies e.g. RUC Community Officers, Housing Executive, Social Services, Youth Service etc.
- d) Ballymoney Borough Council acting in the interests of Rasharkin Community Centre and on reasonable and lawful grounds for such action may declare a person unsuitable for appointment to the Committee. If a person is so declared, he/she will not be eligible to stand at any election governed by the Rasharkin Management Committee Constitution and if already a committee member, shall cease to be so, upon declaration by Ballymoney Borough Council.
- e) Termination of membership of the Management Committee will be automatic upon failure to attend three consecutive Committee meetings where no reasonable apology has been recorded.

## **6. STANDING ORDER AND RULES**

In order to facilitate the smooth running of the Centre, the Committee shall have the power to adopt and issue standing orders and rules for the Centre, provided that they have the approval of Ballymoney Borough Council.

## **7. ALTERATIONS TO THE CONSTITUTION**

***Any proposal to alter this constitution must be put in writing to the Secretary not less than fourteen days prior to the date of an Annual General Meeting or not less than twenty eight days before a Special General Meeting at which the proposal is to be considered.***

A proposal shall only be adopted if:

- a) Two thirds of the Committee who are eligible to vote approve the proposal.
- b) Ballymoney Borough Council approves the proposal in the interests of the operation of the Rasharkin Community Centre.

## **8. ANNUAL GENERAL MEETING**

Once per year in the Month of \_\_\_\_\_ (being one year from the date of the formation of the Committee) the Secretary shall convene an Annual General Meeting of which twenty-one days notice shall be given. This meeting shall be for the purpose of receiving the Annual Report, Annual Statement of Accounts and whenever necessary voting on any proposal in relation to the Constitution.

## **9. SPECIAL GENERAL MEETINGS**

***The Secretary may at his/her discretion call a Special General Meeting for the purposes of discussing alternations to this constitution in accordance with "Alterations to Constitution" Clause. Proposals for alteration must be received in writing endorsed by at least 25% voting Committee members and not less than twenty-eight days prior to the Special General Meeting.***

## **10. MEETINGS**

The Secretary shall convene all meetings of the Committee, which should aim to meet bi monthly, and not less than five times per year.

## **11. ATTENDANCE BY RECRETION DEPARTMENT**

The Chief Recreation and Amenities Officer of Ballymoney Borough Council or his representative shall be entitled to attend any meetings of the Committee.

## **12. OFFICER BOARD**

The body of Committee members listed below shall be: Chairperson, Vice Chairperson, Treasurer and elected annually:

Committee members shall be elected as follows:

- (a) Four members drawn from Rasharkin & District Residents Association and elected annually at the Annual General Meeting of Rasharkin & District Residents Association.
- (b) Four Councillors elected annually by Ballymoney Borough Council.



- (c) The four Council nominees are expected to remain in office until such time as they chose to resign or are replaced by Ballymoney Borough Council.
- (d) Secretary to the Committee shall be permanently linked to Ballymoney Borough Council's Community Relations Officer Post.

### **13. PROCEDURE AT MEETINGS**

The Chairperson shall follow the circulated agenda and minutes shall be taken by the Secretary.

### **14. QUORUM**

One third of the membership shall form a quorum at Committee meetings. Inquorate meetings shall be abandoned.

### **15. VOTING**

Subject to the Alterations to Constitution clause all decisions shall be taken by a simple majority of those Committee members who are present and who are eligible to vote.

There shall be one vote per member. The Chairperson shall have the casting vote in the case of equality of votes.

### **16. FINANCE**

- (a) All monies raised by or on behalf of the Committee shall be applied to further the objectives of the Committee as outline.
- (b) The Treasurer shall keep proper accounts of the finances of the Committee in a form that is acceptable to Ballymoney Borough Council.
- (c) The accounts shall be open to inspection at any time by Ballymoney Borough Council and shall be audited for the Annual General Meeting by the Chief Finance Officer.
- (d) Any member of the Committee with a financial interest in any item under discussion at a meeting must declare an interest and leave the room as requested by the Committee.
- (e) All revenue from charges levied for the use of Rasharkin Community Centre or equipment therein shall be paid in full to the Treasurer.
- (f) Decisions on Centre budget rest with the Committee who are also responsible for overall management.

- (g) All cheques shall be signed by two Committee members at least one of which must be the Treasurer. No two people related by marriage or birth can be allowed to sign cheques.
- (h) The Committee shall accept full responsibility for public liability insurance cover of the Centre and its activities as recommended by Ballymoney Borough Council.

## **17. DISSOLUTION**

- (a) If the Committee by simple majority decide at any time that on financial or other grounds it is necessary or advisable to dissolve the Committee it shall call a meeting of all members. Twenty-one days notice of the meeting shall be required and the terms of the resolution proposed posted in conspicuous places throughout Rasharkin and District in addition to being put in writing to Ballymoney Borough Council.

If the resolution is passed by simple majority at this meeting the Committee shall have the power to dispose of any assets not being the property of Ballymoney Borough Council for the settlement of debts. Any residue shall revert to Ballymoney Borough Council for the benefit of the next appointed Committee or whatever the Council may decide.

- (b) Ballymoney Borough Council reserves the right to dissolve the Committee at any time for any reason it deems necessary in the interests of Rasharkin Community Centre.

## **18. APPEAL**

There shall be a general right of appeal to Ballymoney Borough Council on all matters arising out of the operation of this Constitution.

The Rasharkin Community Centre shall operate under the terms of this Constitution until any alteration is approved or difference resolved.

RASHARKIN COMMUNITY CENTRE MANAGEMENT COMMITTEE

**(PROPOSED) REVISED CONSTITUTION**

**1. MISSION STATEMENT**

Rasharkin Community Centre Management Committee is committed to the promotion of a social environment where all beliefs, views, cultures and identities can be shared and respected.

**2. NAME**

The name of the Committee shall be the Rasharkin Community Centre Management Committee (hereinafter called "the Committee").

**3. OBJECTIVES**

The objectives of the Committee shall be:

- a) To manage a neutral venue where people of different religious, political and community backgrounds can share social and recreational opportunities.
- b) To promote a programme of activities which meet the social and recreational requirements of the people within the Rasharkin area.
- c) To co-operate with Ballymoney Borough Council to ensure the smooth running of Rasharkin Community Centre.
- d) To ensure maximum use of the Centre and to ensure that the Centre remains financially viable.

**4. MEMBERSHIP OF MANAGEMENT COMMITTEE**

4.1 The Management Committee should consist of: -

- a) Four Councillors – nominated annually by Ballymoney Borough Council
- b) Four representatives nominated annually by Rasharkin & District Community Association
- c) Four other members nominated and appointed by the Council.

4.2 The Committee shall appoint annually the following Officers: Chairperson, Vice Chairperson, Treasurer and Secretary.

Please note: -

- a) The Management Committee must at all times be cross community and representative of the local community.
- b) The Management Committee may invite other Council Officers to attend as appropriate.
- c) The Management Committee shall also have ad-hoc input from other bodies e.g. PSNI, NIHE etc.
- d) Ballymoney Borough Council acting in the interests of Rasharkin Community Centre and on reasonable and lawful grounds for such action may declare a person unsuitable for appointment to the Committee. If a person is so declared, he/she will not be eligible to stand at any election governed by the Rasharkin Management Committee Constitution and if already a committee member, shall cease to be so, upon declaration by Ballymoney Borough Council.
- e) Termination of membership of the Management Committee will be automatic upon failure to attend three consecutive Committee meetings where no reasonable apology has been recorded.

## **5. STANDING ORDER AND RULES**

In order to facilitate the smooth running of the Centre, the Committee shall have the power to adopt and issue standing orders and rules for the Centre, provided that they have the approval of Ballymoney Borough Council.

## **6. ALTERATIONS TO THE CONSTITUTION**

***Any proposal to alter this constitution must be put in writing to the Secretary not less than fourteen days prior to the date of an Annual General Meeting or not less than twenty eight days before a Special General Meeting at which the proposal is to be considered.***

A proposal shall only be adopted if:

- a) Two thirds of the Committee who are eligible to vote approve the proposal.
- b) Ballymoney Borough Council approves the proposal in the interests of the operation of the Rasharkin Community Centre.

## **7. ANNUAL GENERAL MEETING**

Once per year in the Month of March, the Secretary shall convene an Annual General Meeting of which twenty-one days notice shall be given. This

meeting shall be for the purpose of receiving the Annual Report, Annual Statement of Accounts and whenever necessary voting on any proposal in relation to the Constitution.

## **8. SPECIAL GENERAL MEETINGS**

*The Secretary may at his/her discretion call a Special General Meeting for the purposes of discussing alternations to this constitution in accordance with "Alterations to Constitution" Clause.*

*Proposals for alteration must be received in writing endorsed by at least 25% voting Committee members and not less than twenty-eight days prior to the Special General Meeting.*

## **9. MEETINGS**

The Secretary shall convene all meetings of the Committee, which should aim to meet bi monthly, and not less than five times per year.

## **10. ATTENDANCE BY THE BOROUGH SERVICES DIRECTORATE**

An Officer from Ballymoney Borough Council's Borough Services Directorate shall be entitled to attend any meetings of the Management Committee.

## **11. PROCEDURE AT MEETINGS**

The Chairperson shall follow the circulated agenda and minutes shall be taken by the Secretary.

## **12. QUORUM**

One third of the membership shall form a quorum at Committee meetings. Where a quorum does not exist, meetings shall be abandoned.

## **13. VOTING**

Subject to the Alterations to Constitution clause all decisions shall be taken by a simple majority of those Committee members who are present and who are eligible to vote. There shall be one vote per member. The Chairperson shall have the casting vote in the case of equality of votes.

## **14. FINANCE**

- a) All monies raised by or on behalf of the Committee shall be applied to further the objectives of the Committee as outline.

- b) The Treasurer shall keep proper accounts of the finances of the Committee in a form that is acceptable to Ballymoney Borough Council.
- c) The accounts shall be open to inspection at any time by Ballymoney Borough Council and shall be audited for the Annual General Meeting by the Council's Finance Officer.
- d) Any member of the Committee with a financial interest in any item under discussion at a meeting must declare an interest and leave the room as requested by the Committee.
- e) Decisions on Centre expenditure rest with the Committee.
- f) All cheques shall be signed by two Committee members at least one of which must be the Treasurer. No two people related by marriage or birth can be allowed to sign cheques.

## **15. DISSOLUTION**

- a) If the Committee by simple majority decide at any time that on financial or other grounds it is necessary or advisable to dissolve the Committee it shall call a meeting of all members. Twenty-one days notice of the meeting shall be required and the terms of the resolution proposed posted in conspicuous places throughout Rasharkin and District in addition to being put in writing to Ballymoney Borough Council.

If the resolution is passed by a simple majority at this meeting, the Committee shall have the power to dispose of any assets not being the property of Ballymoney Borough Council for the settlement of debts. Any residue shall revert to Ballymoney Borough Council for the benefit of the next appointed Committee or whatever the Council may decide.

- (b) Ballymoney Borough Council reserves the right to dissolve the Committee at any time for any reason it deems necessary in the interests of Rasharkin Community Centre.

## **16. APPEAL**

There shall be a general right of appeal to Ballymoney Borough Council on all matters arising out of the operation of this Constitution.

The Rasharkin Community Centre shall operate under the terms of this Constitution until any alteration is approved or difference resolved.

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**Adopted at a Special General Meeting of  
Rasharkin Community Centre Management Committee  
On**

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**Signed by** \_\_\_\_\_  
**Date** \_\_\_\_\_

**Position within Committee**  
\_\_\_\_\_

**Signed by** \_\_\_\_\_  
**Date** \_\_\_\_\_

**Position within Committee**  
\_\_\_\_\_

# **APPENDIX B**

## **Joey Dunlop Leisure Centre – Pricing Policy 2009/10**



Facility/Activity	Duration	Present Price £	Proposed price £	Remarks
<b>Swimming</b>				
Adult Swim	45mins	3.00	3.2	
Junior Swim	45mins	2.00	2.1	
Adult Swim 12.30pm - 1.30pm	45mins	2.20	2.3	
Combination Swim	30mins	1.00	1.1	
Schools Swimming		1.60	1.7	£1.70 structured lesson £1.20 non-structured lesson
Swimming Lessons - (Adult Member)	5 x 45mins	22.10	23.0	
Swimming Lessons - (Adult Non-Member)	5 x 45mins	24.90	26	These prices apply to lessons with a minimum of eight people
Swimming Lessons - (Junior Member)	5 x 30mins	16.30	17	
Swimming Lessons - (Junior Non-Member)	5 x 30mins	19.00	20.0	
Private Swimming Lessons	1 x 30mins	15.00	15.75	
Swimming Pool Hire - Main Pool	1 hour	50.00	52.50	Includes activity such as canoeing
Swimming Pool Hire - Minor Pool	1 hour	35.00	36.75	
Swimming Galas - Both Pools	1 hour	67.50	70.00	Swimming Club price is approx. 66% of full price
Swimming Clubs - Both Pools	1 hour	50.00	52.5	
Swimming Clubs - Main Pool	1 hour	32.00	33.50	
Swimming Clubs - Minor Pool	1 hour	25.00	26.25	

**Courses**

Bronze Medallion 8 week course		£100 including all course fees	£105 including all course fees	
Canoeing - 4 week Course Members		30.00	31.5	Min age 12 years
Canoeing Non-Members		37.50	39.0	Min Enrolment is 6

<b><u>Fitness Health Club Membership Prices</u></b>				Prices agreed by council to take effect from May 2007. Therefore no increase this September
				Memberships include free swimming
Single	Monthly Direct Debit	29.50	29.50	
Couple	Monthly Direct Debit	45.00	45.00	
Family	Monthly Direct Debit	60.00	N/A	Only available to existing Family members
Single	Single Payment	354.00	354.00	15 months for 12 months
Couple	Single Payment	540.00	540.00	15 months for 12 months
Family	Single Payment	660.00	N/A	Only available to existing Family members
Fitness Studio Introductory Course/renewal and Joining admin fee	1 hour on joining plus 12 months casual membership	37.00	37.00	For all members including casual pay and play (Health & Safety Requirement) also included Leisure centre Membership
Casual Member renewal Junior concession	12 months	18.00	18.00	For all members including casual pay and play (Health & Safety Requirement) also included Leisure centre Membership
Casual Member renewal Senior citizen or disabled concession	12 months	13.50	13.50	For all members including casual pay and play (Health & Safety Requirement) also included Leisure centre Membership
Joining Fees - Single		50.00	50.00	Fitness suite membership fees may alter with promotions held at various times in the year
Joining Fees - Couple		75.00	75.00	
Joining Fees - Family		100.00	100.00	
Casual rate pay and play		10.00	10.00	
<b><u>Concession rates</u></b>				
9am 12 noon		6.00	6.00	Includes fitness, swim and spa
12noon 5pm		8.00	8.00	
5pm-10pm		10.00	10.00	
Fitness: Schools Use	Per Student per class	1.80	1.90	School use must be accompanied by a teacher. Max 10 per class. Min age 14
GP Referral		19.00	19.00	per month direct debit

<b>Main Hall</b>			
Junior Rate Activity 9-6 30mins		5.50	6.0
Concerts (Commercial) 1 hour		100.00	100 2. Concerts includes use of stage, lighting, seating & sound system. This price does not include staff costs.
Concerts (Non-Commercial) 1 hour		80.00	80
Special Event Fee		15%	15% Booking booked more than 7 days in advance
Activity (Adult) 9.30 - 4.00 30mins		7.50	8.0
Activity 4.00 - 10.00 30mins		11.25	12.0 1. Activity includes 5-a-side, Netball, Volleyball, Basketball
<b>Badminton</b>			
Adult 30mins		3.75	4.0 1. Per court
Junior 30mins		2.75	3.0
<b>Table Tennis</b>			
Adult 30mins		3.00	3.25 1. Per Table
Junior 30mins		2.00	2.25
<b>Minor Hall</b>			
Activity			
9.00 - 4.00 30mins		5.50	6.0 1. Activity includes Birthday Parties, Martial Arts etc.
4.00 - 10.00 30mins		7.50	8.0
Gymnastics and trampolines club 30mins		7.00	7.25 discount for clubs who book more than 5 hours per week indoor dry facilities
Concerts (Commercial) 1 hour		60.00	60
Concerts (Non-Commercial) 1 hour		48.00	50 2. No Junior rate for booking full hall
Bouncy Castle 1hour		17.00	17
<b>Club Room</b>			
Lecture Room 1 hour		12.00	13.0 To include TV, VCR, Screen, OHP etc.
Committee Room 1 hour		12.00	13.0 Basic room table and chairs only
Conference Room 1 hour		16.00	17
Dance Studio 1 hour		16.00	17
Therapy Room Per Day Session		23.00	24
<b>Aerobic Classes</b>			

Ladies Morning	3.00	3.0	Does not include Fitness Studio
Aqua-fit	3.60	3.75	
Circuits	3.60	3.75	

<b>Children's Activity Sessions</b>			
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Saturday Scamper	2 hours 30mins	3.00	Includes dry-side and wet 3.0 activities within the period. Has been increased to 4hours
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<b>Bowls</b>			
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Senior Citizens Bowls	2 hours	0.85	0.90
Bowls		3.60	3.75 This is non bowling club price

<b>Snooker</b>			
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Adult	30 mins	2.50	2.5 1.Price per table
Adult	30mins	2.50	2.5 1.Price per table 2.Minimum age is 16 years by an adult 3.No Adult/Junior distinction

<b>Miscellaneous</b>			
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1.Senior Citizens/Disabled Does not include fitness suite or Health Spa up to 5pm	*As Above	1.30	This price applies for the 1.4 duration of a single period only as stated in this price schedule
2.Package Deal		2.60	This Price applies for a group 2.7 visit not involving more than 2 hours of activity
3.Saturdays & Sundays plus Public Holidays			Full Price Applies all day
4.Youth Groups			Youth Groups of 20 or more (including leaders) are exempt from paying Entrance Fees
5.Birthday Party Packages		5.40	5.5 includes swim and food in restaurant £5.50 per child
Rackets, Badminton, Squash	1 game	2.00	2
Bat - Table Tennis	1 game	2.00	2
Balls - Basketball	1 game	2.00	2
Volleyball	1 game	2.00	2.0
Football	1 game	2.00	2.0
Tennis	3 tennis balls	4.00	4.0 Tennis Balls not for Hire

<b>Membership</b>			
Junior		8.00	8.0
Full-Time Students (over 18's)		8.00	8.0
Adult	1 year	15.00	15
Family	1 year	25.00	25
Senior Citizens/Disabled		3.50	3.5
Unemployed		5.00	5.0
<b>Centre Memberships</b>			
Extended let	Affiliation fee	27.00	28
Full-Time Students (over 18's)		8.00	8.00
Adult	1year	15.00	15.00
Family	1year	25.00	25.00
Senior Citizens/Disabled	1year	3.50	3.50
<b>Non-Members Fee</b>			
Adult	1 day	0.70	0.75
Junior	1 day	0.50	0.55
Full-Time Students (over 18's)	1 day	N/A	
Spectator Fee	1 day	0.70	0.75

Loyalty Scheme has been introduced (saving for members on food and facility and activity charges)

Exempts club members from entrance fees (50p each)

Loyalty Scheme. Saving for members on food and facility and activity charges

Entrance Fees are payable by non-members except for exemptions. This amount will be added automatically this year to the price. Members will see the savings on their ticket.

Exempt from Ent. Fees are people:

- attending courses
- attending meetings
- attending concerts
- school groups (during school time)
- groups paying for activity package deal
- members of the centre

**All Weather Pitch**

Senior full pitch p/hr	20.00	21
Senior half pitch p/hr	10.00	10.5
Junior full pitch p/hr	15.00	16
Junior half pitch p/hr	7.50	8

**All weather pitch  
Lights**

Lights per hour	5.00	5.5
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**Astroturf****Without Lights**

Adult Peak - Full Pitch 1 hour	40.00	Competitive price rates for this 42 type of facility as per neighbouring Councils
Adult Peak - Half Pitch 1 hour	20.00	21
Adult Off-Peak - Full Pitch 1 hour	28.00	30
Adult Off-Peak - Half Pitch 1 hour	14.00	15
Junior Off-Peak - Full Pitch 1 hour	20.00	21
Junior Off-Peak - Half Pitch 1 hour	10.00	10.5

**Lights**

Full Lights Match Full Pitch 1 hour	14.00	Additional charge for lights is 15 common practice with this type of facility
Full Lights Match Half Pitch 1 hour	11.50	13
Training Full Pitch 1 hour	11.50	13
Training Half Pitch 1 hour	9.00	10

**Tennis**

Adult per court 1 hour	10	10 Tennis courts only opened
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Junior per court	1 hour	7	7 In June 2007
Schools Per court	1 hour	7	7 No increase this year
Adult Season ticket	April-September	0	65 To run from next April 08
Junior/Concession Season ticket	April-September	0	45 To run from next April 08
Soft play			
Treasure Island	Over 5 years	3.5	3.5 Treasure Island only opened
	Under 5 years	3	3 in February 2007
			No increase this year
Treasure Island Birthday Party			
Includes food	Over 5 years	6.5	6.5 Includes 1 1/2 hours soft play
	Under 5 years	6	Half hour Restaurant
			6 (Party Food)



**APPENDIX C**  
**Business Plans for**  
**Arts, Museum, Tourism and**  
**Good Relations/**  
**Community Support**  
**for 2009/10**

## **Draft Arts Business Plan 2009-10**

Vision for 2009-10	To improve the quality of life for residents and visitors to the Ballymoney Borough through increased arts activity.
Business Development	<ul style="list-style-type: none"> <li>• Continue to offer a high quality programme of arts events and activities to include the following: courses and events for children; adult courses and workshops; music, drama, dance, language, literature and local history.</li> <li>• To develop a visual arts programme that meets the objectives set out in the council's temporary exhibition policy.</li> <li>• Develop a programme of events to mark the 60<sup>th</sup> anniversary of the death of George Shiels</li> <li>• Promote the arts and cultural programme. This will include the production of 2 brochures in September &amp; January and the Summer "What's On" brochure in May.</li> <li>• Maximise opportunities to increase arts activities by participating in Peace III cluster bid under Programme 9b</li> <li>• Support local arts organisations including Ballymoney Borough Arts Committee and Ballymoney Drama Festival Committee in the promotion of the arts.</li> <li>• Work in partnership with other voluntary and statutory groups to promote and develop the arts including Causeway Coast Arts.</li> <li>• Complete of Art of Regeneration project with installation and launch of all artworks, production of interpretative panels and brochure, and organisation of celebratory event.</li> </ul>
Staff / Staff Development	<ul style="list-style-type: none"> <li>• Complete Advanced Diploma in Management Practice</li> <li>• Efficient Reading Course</li> </ul>
External Liaison	<ul style="list-style-type: none"> <li>• Media</li> <li>• Ballymoney Borough Arts Committee</li> <li>• Causeway Coast Arts</li> <li>• Coleraine Borough Council</li> <li>• Arts Council of Northern Ireland</li> <li>• Arts Managers Group</li> <li>• Causeway Museums Service</li> <li>• Department of Culture &amp; Leisure</li> <li>• Forum for Local Government &amp; the Art</li> </ul>
Resource Management	<ul style="list-style-type: none"> <li>• Manage effectively budgets for 2009-10 Expenditure Budget for 2009-10 £90,398.50</li> <li>• Staffing – Cultural Services Officer</li> </ul>

External Standards	Maintain high standard of artistic excellence in the arts programme by benchmarking with other arts providers including local authorities.
Results	Increase number of attendances at and participants in arts activities by 10% (3000 attendances/participants in 2008-9). This doesn't include exhibition attendances.

**Draft Museum Business Plan 2009-10**

Vision for 2009-10	To provide a high quality museum service that will preserve, interpret and promote the heritage of the Ballymoney Borough for the benefit of local people and visitors.
Business Development	<ul style="list-style-type: none"> <li>• Completion of museum fit out with public opening 11 May</li> <li>• Develop and deliver a programme of diverse and high quality temporary exhibitions which meet the objectives set out in the council's temporary exhibition policy. This includes the opening temporary exhibition Where Motorcycling Reigns.</li> <li>• Develop and deliver a programme of events and activities that will support the exhibition programme.</li> <li>• Continue to develop a programme of events and activities that provide access to the collection and links to the NI curriculum. This will include Archaeology Days and an Archaeology Summer Scheme.</li> <li>• Commemorate the 150<sup>th</sup> anniversary of Ballymoney Museum.</li> <li>• Update and implement the Museum Marketing Plan including the development of a new brochure and online access.</li> <li>• Maintain good collection care and management which will include carrying out an audit of the collection, archiving Clifford McLean's Photographic Collection and revising and implementing the museum documentation plan</li> <li>• Develop and adopt an Image Reprographic Policy</li> <li>• Maintain / establish links with community groups / local cultural organisations where appropriate.</li> <li>• Continue to deal efficiently with visitor enquiries</li> <li>• Identify opportunities to source additional funding for the museum</li> <li>• Maintain a high profile in the wider museum field eg publishing articles, attending conferences</li> <li>• Review Museum Security Report</li> </ul>
Staff / Staff Development	<ul style="list-style-type: none"> <li>• Specialised Museum Training including collection care.</li> <li>• Additional training in marketing and the NI Curriculum</li> </ul>
External Liaison	<ul style="list-style-type: none"> <li>• Media</li> <li>• Ballymoney Borough Arts Committee</li> <li>• Coleraine Borough Council</li> </ul>

	<ul style="list-style-type: none"> <li>• Causeway Museums Service</li> <li>• Northern Ireland Museums Council</li> <li>• Irish Museums Association</li> <li>• Museums Association</li> <li>• University of Ulster</li> <li>• Queen's University Belfast</li> <li>• Museums, Libraries and Archives Council</li> <li>• Department of Culture &amp; Leisure</li> <li>• Causeway Institute of Further &amp; Higher Education</li> <li>• Causeway Coast &amp; Glens Tourism</li> </ul>
Resource Management	<ul style="list-style-type: none"> <li>• Manage effectively budgets for 2009-10 Expenditure Budget for 2009-10 £117,474.50</li> <li>• 2 x Full time Staffing – Museum Manager &amp; Museum Assistant</li> </ul>
External Standards	<ul style="list-style-type: none"> <li>• Maintain accreditation under the Museums, Libraries &amp; Archives Council Accreditation Scheme</li> </ul>
Results	<ul style="list-style-type: none"> <li>• Museum reopens 2009</li> <li>• Increase museum visitor figures by 20% (approximately 6000 visitors 07-08 &amp; 3000 April-August 08)</li> <li>• Maintain MLA accreditation status review Sept 09</li> </ul>

### Draft Tourism & Events Business Plan 2009-10

<b>Vision for 2009/10</b>	<ul style="list-style-type: none"> <li>• Provide a high quality Tourist Information Service for both local people and visitors to the Borough of Ballymoney</li> <li>• Increase visitor numbers to the Borough and TIC</li> <li>• Increase income to the TIC</li> <li>• Support local tourism providers</li> </ul>
<b>Business Development</b>	<ul style="list-style-type: none"> <li>• Maintain existing stock and explore opportunities to purchase new stock for the TIC particularly locally produced crafts</li> <li>• Introduce computerised till and stock-taking system</li> <li>• Maintain accommodation booking service</li> <li>• Maintain displays of tourism literature</li> <li>• Continue to deal with visitor enquiries</li> <li>• Produce a Visitor Guide for the Borough</li> <li>• Promote council visitor facilities in appropriate publications including CCG guide, holiday supplements, newspapers etc</li> <li>• Provide advice to local tourism providers via monthly mail shots and personal contact</li> <li>• Explore opportunities to promote Ballymoney on line</li> <li>• Develop Family History Festival in conjunction with Museum Manager and CCAG RTP</li> <li>• Maximise the sponsorship opportunities associated with sponsoring the 600cc race at the North West 200</li> <li>• Deliver programme of events to include The Mayor's Show and Christmas Lights Switch On</li> </ul>
<b>Staff Development</b>	<ul style="list-style-type: none"> <li>• Identify training needs of TIC staff</li> <li>• Provide training in Computerised Till &amp; Stock Control system</li> <li>• Participate in training &amp; FAM trips organised by NITB</li> </ul>
<b>External Liaison</b>	<ul style="list-style-type: none"> <li>• NITB</li> <li>• CCAG RTP</li> <li>• CCGHT</li> <li>• Accommodation and Attraction providers</li> <li>• Event Organisers</li> <li>• PR media organisations</li> </ul>
<b>Resource Management</b>	<ul style="list-style-type: none"> <li>• Manage effectively budgets 2009-10 Expenditure Budget 2009-10 £96,141</li> <li>• 4 Staff – Tourism Co-ordinator, and 3 Part-time Receptionist/Clerical Officer</li> </ul>
<b>External Standards</b>	Maintain NITB's minimum network standards in relation to the TIC
<b>Results</b>	<ul style="list-style-type: none"> <li>• Increase revenue by 10%</li> <li>• Increase visitors numbers to TIC by 10%</li> <li>• Maintain "excellent" rating from NITB Mystery Shoppers</li> </ul>

**Good Relations Programme****Draft Business Plan 2009-10**

<b>Vision for 2009-10</b>	<ul style="list-style-type: none"> <li>• <b><i>To deliver an effective Good Relations programme, which enables the people of Ballymoney to develop a positive shared future.</i></b> (As set out in Good Relations Strategy 09-11)</li> </ul>
<b>Business Development</b>	<ul style="list-style-type: none"> <li>• Implement the Good Relations Action Plan 09-10.</li> <li>• Administer small grants funding to groups (Good Relations)</li> <li>• Revise Community Support Plan for 09/10 in partnership with other departments within Council.</li> <li>• Monitor and evaluate effectiveness of 2 programmes.</li> <li>• Raise awareness of programmes and their objectives.</li> <li>• Agree responsibility and implementation with departments with regards to the Community Support Plan.</li> <li>• Administer Community Festivals Fund (DCAL)</li> </ul>
<b>Staff Development</b>	<ul style="list-style-type: none"> <li>• Development of Officer to ensure that both programmes run efficiently and adequate support is given.</li> <li>• Continue to keep reception staff up to date on forthcoming events and current grant programmes.</li> <li>• Avail of any relevant training to enhance delivery of good relations programme.</li> <li>• Arrange to mainstream Good Relations internally by providing Good Relations Training for all Council staff, heads of service and elected members.</li> </ul>
<b>External Liaison</b>	<ul style="list-style-type: none"> <li>• Community Relations Unit</li> <li>• Community Relations Council</li> <li>• Peace III North East Cluster Partnership</li> <li>• Department of Social Development</li> <li>• Department of Culture, Arts and Leisure</li> <li>• Community Relations Officers Regional Forum</li> <li>• Ballymoney Community Resource Centre</li> <li>• Ethnic Minority Committee</li> <li>• Community Groups – Interagency meetings</li> <li>• Safer Bonfire Committee</li> <li>• Community Safety Partnership</li> <li>• Rasharkin Management Committee</li> <li>• PSNI</li> <li>• Creating Communities</li> <li>• Northern Ireland Housing Exec</li> <li>• Northern Ireland Council Ethnic Minorities</li> <li>• Peace &amp; Reconciliation Group – L/Derry</li> <li>• Corrymeela</li> <li>• Mediation NI</li> </ul>
<b>Resource Management</b>	<ul style="list-style-type: none"> <li>• 1 Full-time Good Relations Officer and P/T administration support staff</li> <li>• Allocate budget for Good Relations Programme 09/10 under each heading/event within action plan. Expenditure 2009-10 £116808</li> <li>• Review the administration implications in the delivery of both programmes.</li> </ul>

	<ul style="list-style-type: none"><li>• Develop PR material on GR programme to raise awareness.</li></ul>
<b>External Standards</b>	<ul style="list-style-type: none"><li>• Work within funding guidelines from CRU and DSD to deliver both programmes.</li><li>• Work within funding guidelines from DCAL for Community Festivals Fund</li><li>• External monitoring and evaluation of GR Programme</li></ul>
<b><u>Results</u></b>	<ul style="list-style-type: none"><li>• Performance Indicators achieved on both programmes.</li><li>• Continuation of current level of funding from DSD.</li><li>• Collaborative projects under Peace III Programme</li><li>• Continuation of yearly funding under Community Festivals Fund</li></ul>



**APPENDIX D**  
**Minutes of Meeting No. 1**  
**Future Amenities Working Group**  
**5<sup>th</sup> June 2009 and**  
**Minutes of Existing Amenities**  
**Working Group No. 1**  
**held on**  
**Tuesday 9<sup>th</sup> June 2009.**

**Future Amenities Working Group  
Meeting No.1  
Held, Friday 5<sup>th</sup> June 2009 at 12.00 noon in Riada House**

**Present:** Alderman F. Campbell [Chair]  
Alderman J. Simpson  
Councillor M. McCamphill  
Councillor E. Robinson

**In Attendance:** Director of Borough Services  
Head of Amenities

**1. Presentation by Glebeside Community Association**

The Chair welcomed both Iain McAfee and Noel Anderson representing Glebeside Community Association to the meeting and invited them to make their presentation on the provision of a MUGA at Glebeside. Following an introduction by Mr Anderson [the new CA Development Officer] Mr McAfee talked to a powerpoint presentation [copy herewith]. The presentation dealt with – Glebeside MUGA : a background, meetings, community survey, Ballybogey project ‘progressed’, social need, what Glebeside CA are doing, and proposals. The Glebeside CA reps then responded to member questions.

The Chair advised that what the Community Association was now proposing – that it work with Council to acquire external funding, was no different to the position at the beginning of 2006, when Council had agreed to support the Association’s proposals for a MUGA on Council controlled land and also contribute up to £10,000 towards the cost of the project.

After further interchanges both Mr Anderson and Mr McAfee withdraw from the meeting.

Following discussion it was proposed by Councillor McCamphill, seconded by Councillor Robinson and **AGREED:**

**that the matter be further discussed at the next Working Group meeting.**

**2. Megaw Park Upgrade Scheme**

The Director advised that Council had as yet to determine which of the two options presently identified it favoured in respect of the proposed upgrade of Megaw Park, Ballymoney. He again advised as to the options and their respective cost estimates at mid-November 2008, namely –

Option 1:

Improve entrance and access, provide car parking on the land adjoining the present changing rooms, upgrade park office and changing accommodation and drinking fountain, remove all other park structures, provide a 7-a-side grass pitch on the land opposite the existing full-size pitch @ £279,000 plus fees; OR

Option 2:

Improve entrance and access, provide car parking on the land opposite the present changing accommodation, upgrade tennis courts, upgrade park office and changing accommodation and drinking fountain, remove all other park structures, provide a 7-a-side grass pitch on the land opposite the existing full-size pitch @ £449,000 plus fees.

The estimated cost of providing new polymeric surfaced tennis courts, which were floodlit, was £170,000 and the estimated cost of floodlighting was £37,000.

**IT WAS AGREED** that the matter be further considered at the next Working Group meeting.

### 3. Existing Future Amenities Projects Update

The Director presented to members a schedule [updated copy herewith] detailing the prospective amenities capital projects Council had previously identified as schemes it wished to see progressed. The schedule identified 20 schemes at an estimated value of £7,338,500 plus replacement amenities vehicles at an estimated cost of £150,000. He went through the information and noted that the provision of a toddler play area at Scally Park, Loughgiel had inadvertently been omitted. The Director also advised that given the time remaining to Council it was necessary for the Working Group to assist Council, prior to the next budgetary round, by prioritizing the amenities projects listed.

**\*\* Alderman Simpson** joined proceedings during this business at 1.40pm and left the meeting at 1.50pm.

Councillor Robinson advised that she thought that the information provided was most useful.

**IT WAS AGREED** that the matter be further considered at the next Working Group meeting, to be held in early September.

The meeting concluded at 2.07 pm.

**Existing Amenities Working Group**  
**Meeting No.1**  
**Held, Tuesday 9<sup>th</sup> June 2009 at 10.00am in Riada House**

**Present:** Alderman F. Campbell [Chair]  
Councillor A. Cavlan  
Councillor T. McKeown  
Councillor A. Patterson

**In Attendance:** Director of Borough Services  
Head of Amenities

**1. Apologies**

Alderman C. Cousley MBE

**2. Amenities Charges**

A Schedule of Proposed Charges to take effect from 1<sup>st</sup> September 2009 for Recreational Facilities, Ballymoney Town Hall, Ballymoney Social Centre, Ballymoney and Rasharkin Cemeteries and Drumaheglis Marina & Caravan Park was tabled by the Director [copy herewith]. He explained that whilst the figures were stated on a vat inclusive basis at a rate of 17.5%; the vat rate applicable for the first quarter would be 15%. He also advised that both the conditions for hire of recreation grounds and the conditions for letting of Ballymoney Town Hall and Social Centre had been revised and were also before members for their approval.

Both Head of Amenities and the Director explained in detail the proposed charges and contrasted same with the current charges and with charges being applied by other Councils for similar facilities, etc., responding to member questions.

It was proposed by Councillor Cavlan, seconded by Councillor McKeown and **AGREED:**

**to recommend to Committee and Council that it approve the Schedule of Proposed Charges as presented, together with the revised conditions of hire and letting, to be effective from 1<sup>st</sup> September 2009.**

**3. Amenities Support**

The Director and Head of Amenities advised that in order to reduce expenditure so that services might operate within reduced budgets and that progress might be made to reduce the level of overtime working by amenities staff, a detailed examination of spend on event support, including bonfire clearance, had been undertaken. Whilst the extent of amenities support to the local community might not have been fully appreciated by members, nonetheless, in order to meet the Councils stated objectives it was inevitable that this support, largely unbudgeted for, would have to be in the main withdrawn. Members were informed that since the beginning of the current financial year this approach had been implemented.

Members noted how service to the local community was being curtailed in light of budgetary requirements.

#### **4. Future Meetings**

**It was agreed** that the opportunity the Working Group afforded members to obtain a better understanding of operational issues was most beneficial and that in preparation for the Council's next budgetary the Working Group ought to meet in September, October and November prior to the stated monthly meeting of the Leisure & Amenities Committee.

This being all the business the meeting closed – time 12.55pm

**APPENDIX E**  
**2009-2010 charges for**  
**Riada Stadium and Football**  
**Pitches, Cemeteries,**  
**Town Hall, Social Centre,**  
**Drumaheglis Marina &**  
**Caravan Park**

**BALLYMONEY BOROUGH COUNCIL**  
**Borough Services Directorate**

**PROPOSED CHARGES**

FOR

*Recreation Facilities*  
*Ballymoney Town Hall*  
*Ballymoney Social Centre*  
*Ballymoney & Rasharkin Cemeteries*  
*Drumaheglis Marina & Caravan Park*

**EFFECTIVE FROM**  
**1<sup>ST</sup> SEPTEMBER 2009**

09 June 2009

**Ballymoney Borough Council - Borough Services Directorate**

**PROPOSED CHARGES of HIRE of AMENITIES  
FOOTBALL PITCHES & MEGAW PARK TENNIS COURTS  
Effective from 1<sup>st</sup> September 2009**

<b><u>RIADA STADIUM</u></b>	per match	£75
	other uses	£50 per hour
	floodlights	£25 per hour

**Riada Stadium is not available for hire for training.**

<b><u>RIADA TRAINING PITCH</u></b>	with floodlights	full pitch	£50 per hour pro rata
		½ pitch	£30 per hour pro rata
	without floodlights	full pitch	£40 per hour pro rata
		½ pitch	£20 per hour pro rata

**MEGAW PARK, DRUMBOLCAN PARK, DUNAGHY**

Matches: Seniors inc. Changing Facilities	£40
Matches: Juniors (u18)/Schools inc. Changing Facilities	£20
Training: Seniors with Changing Facilities	£30
Training: Juniors (u18) with Changing Facilities	£20

**\*BALNAMORE, \*DUNLOY & \*RIADA 1, 2 & 3**

**\*sand mattress training restricted to under 15 and at management discretion**

Matches: Seniors inc. Changing Facilities	£40
Matches: Juniors (u18)/Schools inc. Changing Facilities	£20
Training: Seniors with Changing Facilities	£30
Training: Juniors (u15) with Changing Facilities	£20

**DERVOCK 1 & 2**

Matches: Seniors inc. Changing Facilities	£33
Matches: Juniors (u18)/Schools inc. Changing Facilities	£18
Training: Seniors with Changing Facilities	£23
Training: Juniors (u18) with Changing Facilities	£15

**MEGAW PARK TENNIS COURTS**

Adult	£1.00
Youth (under 18 years)	£0.50
Hire of Racket	£0.60
Schools/Clubs (2 courts for 1 hour)	£4.00
Adult Season Ticket	£10
Youth Season Ticket	£6

(use of court for hire period of 1 hour in any session, except for school or club booking)

**ALL CHARGES INCLUSIVE OF VAT**



**Ballymoney Borough Council - Borough Services Directorate**

**PROPOSED CHARGES for HIRE of ACCOMMODATION at BALLYMONEY TOWN HALL**

*Effective from 1<sup>st</sup> September 2009*

Accommodation	Hourly Rate	Daily 9.00am to 6.00pm	Evening 6.00pm to midnight	All Day 9.00am to midnight
<b>McArthur Room</b> (30)	<b>£10.00</b>	<b>£35.00</b>	<b>£35.00</b>	<b>£72.00</b>
<b>Cramsie Room (36)</b>	<b>£11.00</b>	<b>£44.00</b>	<b>£44.00</b>	<b>£88.00</b>
<b>George Shiels Room</b> (80)	<b>£13.00</b>	<b>£51.00</b>	<b>£51.00</b>	<b>£105.00</b>
<b>Auditorium</b> (255)	<b>£23.00</b>	<b>£88.00</b>	<b>£88.00</b>	<b>£176.00</b>
<b>Rehearsals/ Set Up</b>	<b>£10.00</b>			
<b>Kitchen: Functions Meetings</b>		<b>£14.00 £7.00 (per booking)</b>	<b>£14.00 £7.00 (per booking)</b>	<b>£20.00 £10.00 (per booking)</b>
<b>Piano</b> (per function)		<b>£20.00 (per function)</b>		
<b>Stage Lighting</b> (per function)		<b>£30.00 (per function)</b>		

1. All charges include for heat and light.
2. Auditorium (Main Hall) bookings include changing rooms, if required.
3. A series of booking will entitle the applicant to the following discounts:

5 no. bookings – 20%	15 no. bookings – 30%
10 no. bookings – 25%	20 no. bookings – 35%

4. **Commercial lettings add 100% to above rates.**
5. **Sundays and Public Holidays** add 50% to the above rates.
6. All letting fees must be paid in full in advance on acceptance of bookings.
7. Minimum hire period – 2 hours (excluding facility preparation).
8. **Royalty Charge (Performing Rights Society) on Live Music (eg concert) £29.46 per occasion.**

**Ballymoney Borough Council - Borough Services Directorate**

PROPOSED CHARGES for HIRE of ACCOMMODATION in BALLYMONEY SOCIAL CENTRE

*Effective from 1<sup>st</sup> September 2009*

Accommodation	Hourly Rate	Daily 9.00am to 6.00pm	Evening 6.00pm to midnight	All Day 9.00am to midnight
<b>Main Hall (200)</b>	<b>£12.00</b>	<b>£46.00</b>	<b>£46.00</b>	<b>£95.00</b>
<b>Rehearsals/ Set Up</b>	<b>£7.00</b>			
<b>Kitchen: Functions Meetings</b>		<b>£13.00 £7.00 (per booking)</b>	<b>£13.00 £7.00 (per booking)</b>	<b>£20.00 £10.00 (per booking)</b>

9. All charges include for heat and light.
10. Main Hall bookings include changing rooms if required.
11. A series of booking will entitle the applicant to the following discounts:
 

5 no. bookings – 20%	15 no. bookings – 30%
10 no. bookings – 25%	20 no. bookings – 35%
12. **Commercial lettings add 100% to above rates.**
13. **Sundays and Public Holidays** add 50% to the above rates.
14. All letting fees must be paid in full in advance on acceptance of bookings.
15. Minimum hire period – 2 hours (excluding facility preparation).
16. **Royalty Charges (Performing Rights Society)**
  - **Live Music (eg. concert) £10.47 per occasion**
  - **CD's (classes eg. dance, pilates) £1.56 per class**

**Ballymoney Borough Council - Borough Services Directorate**  
**PROPOSED CHARGES for BALLYMONEY & RASHARKIN CEMETERIES**

*Effective from 1<sup>ST</sup> September 2009*

	<b>Resident</b>	<b>Non Resident</b>
Purchase of each Grave (single plot) incl Grant of Title and Registration	<b>£140.00</b>	<b>£280.00</b>
Purchase of additional plots	<b>£140.00</b>	<b>£280.00</b>
Interment Fee (over 2 years of age)	<b>£150.00</b>	<b>£300.00</b>
Interment Fee (under 2 years of age and stillborn)	<b>£43.00</b>	<b>£86.00</b>
Interment of Ashes	<b>£43.00</b>	<b>£86.00</b>
Purchase of plot for Ashes	<b>£32.00</b>	<b>£64.00</b>
Exhumations	<b>£300.00</b>	<b>£600.00</b>
Transfer of Burial Rights	<b>£40.00</b>	<b>£80.00</b>
Permission to erect a Memorial/Surround where applicable	<b>£32.00</b>	<b>£64.00</b>
Issue of Duplicate Certificate	<b>£18.00</b>	<b>£36.00</b>
Search or extract from Register	<b>£15.00</b>	<b>£30.00</b>
Plaque – Garden of Remembrance	<b>£40.00</b>	<b>£80.00</b>

**Ballymoney Borough Council – Borough Services Directorate**

**PROPOSED CHARGES for DRUMAHEGLIS MARINA & CARAVAN PARK**

**DRUMAHEGLIS MARINA CHARGES – Effective from 1<sup>st</sup> September 2009 re. berthing and from 1<sup>st</sup> March 2010 re. other services.**

**CARAVANS: SERVICED - (includes electric, water & awning)**

Per Night	<b>£19</b>	<b>*£20</b>
Per 7 days	<b>£114</b>	<b>*£120</b>
Per Season (+ metered electricity)	<b>£1050</b>	

**CARAVANS: UNSERVICED**

Per Night	<b>£16</b>
Per 7 days	<b>£96</b>

**Caravan Club Discount** **5%**

**TENTS**

Per Night	<b>£14</b>
Per 7 days	<b>£84</b>

**BERTHING**

Berth (12 months)	<b>£520</b>
Berth Monthly	<b>£123</b>
Berth Weekly	<b>£47</b>
Berth Daily 24 hours	<b>£16</b>
Berth Short Stay max 4 hours	<b>£10</b>

**SHOWERS** **£0.50**  
**ELECTRICITY CHARGE** **£0.15p per unit**

**SLIPPING:**

Power Boats per Launch	<b>£7.50</b>
Power Boats per season (restricted access)	<b>£77</b>
Power Boats per season (unrestricted access)	<b>£154</b>
Sailing Boats & Wind Surfers per launch	<b>£2.50</b>
Sailing Boats & Wind Surfers per season	<b>£21</b>

**BOAT PARK:**

Per Night	<b>£8.00</b>
Per Week	<b>£31</b>
Per Month	<b>£95</b>
Per Season	<b>£284</b>

**\* Applies to the following dates:**

- Easter 2<sup>nd</sup> – 6<sup>th</sup> April 2010 (incl)
- May Day Holiday Weekend 30<sup>th</sup> April – 3rd May 2010 (incl)
- NW 200 Week 2010 (tbc)
- May Bank Holiday 28<sup>th</sup> – 31<sup>st</sup> May 2010
- 1<sup>st</sup> – 31<sup>st</sup> July 2010

- 1<sup>st</sup> – 31<sup>st</sup> August 2010**ALL CHARGES INCLUSIVE OF VAT**

Ballymoney Borough Council  
 Borough Services Directorate

Conditions of Letting for Ballymoney Town Hall & Ballymoney Social Centre

- (a) Parties engaging the accommodation shall indemnify the Ballymoney Borough Council against all damage (including injury to the walls, pictures, glass or furniture therein) and no nails shall be inserted in the walls or any other part of the building.
- (b) All meetings shall be confined to the room(s) which have been booked and no loud speaker or other apparatus shall be used from the windows or doors of the premises or otherwise to relay the proceedings to the outside of the premises.
- (c) All applications to be made to the Borough Services Directorate.
- (d) Bookings for Teenage Parties will only be accepted from parents or guardians and the applicant must be present during the entire proceedings.
- (e) Bookings for dances, concerts - the applicant must give an undertaking in writing, to the effect that a sufficient number of stewards will be employed, that all precautions will be taken to ensure that no damage is caused and if any rowdy conduct occurs it will be dealt with immediately.
- (f) Seating Capacity: - TOWN HALL

<u>Accommodation</u>	<u>Theatre Style Seating</u>	<u>Dancing</u>	<u>Seated at Tables</u>
Auditorium	255	200	120
Balcony	94	-	-
Shiels Room	80	-	24
Cramsie Room	36	-	18
McArthur Room	30	-	12

Seating Capacity: - SOCIAL CENTRE

<u>Accommodation</u>	<u>Theatre Style Seating</u>	<u>Dancing</u>	<u>Seated at Tables</u>
Main Hall	200	190	100

Revised 8<sup>th</sup> June 2009

**BALLYMONEY BOROUGH COUNCIL**  
**Borough Services Directorate**

**CONDITIONS OF HIRE FOR RECREATION GROUNDS**

1. A receipted booking slip system is operated. All bookings to be made and confirmed with payment in advance, at Borough Services Directorate, Riada House, 14 Charles Street, Ballymoney, tel 028 2766 0227 not later than two days prior to the date of fixture i.e. **Saturday matches must be confirmed by 5.00pm on the prior Wednesday.**
2. Clubs, members of affiliated or recognised leagues shall on application be considered for allocation of a ground for the season. Where such application is approved, Clubs shall have first option on booking provided that the specified booking period shall apply.
3. The period of hire is 2 ½ hours and shall commence ½ hour prior to scheduled kick off time (e.g. kick off 11.00am, period of hire 10.30am – 1.00pm). Clubs exceeding period of hire specified on receipted booking slip shall be liable to a surcharge calculated in periods of not less than ½ hours and charged at a rate of £8.00 seniors/£4.00 juniors per period.
4. All booking slips shall be produced to the Caretaker on request and only on receipt of same shall facilities be authorized for use.
5. Goal nets are available on request and Clubs wishing to use them shall be responsible for erection, removal and return of same to the caretaker. **PVC tape must not be used to fix nets to goals. Fasclips have been fitted to nets for this purpose.**
6. Facilities are let for the use specified and the hirer shall indemnify the Ballymoney Borough Council against the following:
  - (i) all damage to changing facilities including injury to the walls, glass, fixtures or fittings therein.
  - (ii) all damage to or loss of equipment.
7. During periods of poor weather conditions (ie Saturday matches) **clubs should contact the department 028 2766 0227 on Fridays between 11.00am and 1.00pm to confirm if their pitch is playable.** In all cases where pitches are declared unplayable by an Officer of Ballymoney Borough Council, a transfer of booking shall apply.
8. Ballymoney Borough Council shall not be responsible for failure of Clubs to fulfil bookings and in all such cases where the Caretaker is on duty and a booking is not fulfilled, no transfer of booking shall apply.