

BALLYMONEY BOROUGH COUNCIL**Leisure & Amenities Committee Meeting No 373 – 18th May 2010****Table of Contents**

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BALLYMONEY BOROUGH COUNCIL

Minutes of Leisure & Amenities Committee Meeting No 373 held in the Joey Dunlop Leisure Centre, on Tuesday 18th May 2010 at 7.00pm.

IN THE CHAIR: I Stevenson

PRESENT: **Aldermen**
F Campbell
C Cousley, MBE, Deputy Mayor
H Connolly

Councillors
J Finlay
M McCamphill
E Robinson
R Halliday

IN ATTENDANCE: Director of Borough Services [Item 1-13]
Director of Central & Leisure Services [Item 14-19]
Committee Clerk

APOLOGIES: A Cavlan
A Patterson

373.1 MINUTES LAC 371 – 20th April 2010

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

that the Minutes of Meeting No LAC 371 – 20th April 2010, as circulated, be confirmed as a correct record.

AMENITIES**373.2 USE OF MEGAW PARK, BALLYMONEY**

A request has been received from Ballymoney Elim Church seeking permission to use the facilities at Megaw Park, Ballymoney on Saturday, 12th June 2010 for a family day event including 5/7 aside football competition, barbeque, face painting and bouncy castle.

IT IS RECOMMENDED that Council gives its approval and support to this request.

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

to recommend that Council grant permission to Ballymoney Elim Church to use the facilities at Megaw Park on Saturday 12th June for a family day event.

373.3 TRIANGLE HOUSING ASSOCIATION REQUEST

As members are aware the Triangle Housing Association Limited proposes to construct new offices on its land which adjoins the Council's car park at Townhead Street, Ballymoney. In order to undertake this work, due to the pronounced difference in levels as regards the respective sites, the developer proposes to construct a reinforced concrete retaining wall wholly within their site. This solution has emerged as the best option available following meetings between the developer and the Director of Borough Services.

The developer's agent (in correspondence dated 30th April) states –

“We respectfully request permission to occupy part of the existing car park as working space during construction of the wall. A secure compound will be erected around the working space to protect the public. We endeavour to make good all areas disturbed to a condition equal to or better than that of the existing surface at the time of commencement of the works.”

IT IS RECOMMENDED that Council facilitate Triangle Housing Association Limited in the manner sought.

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

to recommend that Council facilitate Triangle Housing Association Limited by granting permission to temporarily occupy Council land in order that construction work might be undertaken within the bounds of the applicant's premises, subject to the usual safeguards.

373.4 APPLICATION FROM VINTAGE JAPANESE MOTORCYCLE CLUB NORTHERN COUNTIES SECTION, “ROON THA’ TOON” EVENT – AUGUST 2010 (TBC)

The above club has submitted a request to use the Council's property (Riada Stadium and its environs) for its 2010 “Roon Tha’ Toon” event. Two dates at the beginning of August have been mentioned either Monday 2nd or Monday 9th. The request cites two possible circuits for consideration, namely –

- 1) within the confines of the stadium spectator area (circuit A) and
- 2) using the car park areas adjacent to the stadium (circuit B).

Working from the information received on 11th May, a preliminary assessment has been carried out and it is considered that as circuit B is too problematic it would not be acceptable and that circuit A (the course within the stadium) may be suitable subject to the completion of a full risk assessment by the organisers. Also from a health and safety perspective other documentation will be required to be submitted by the event organisers.

The club (VJMC) would like to have access to the facilities from midday to 9.30pm on the event day and have permission to collect donations in addition to a charity collection, as no spectator admission fees are to be levied. No trade stalls are to be permitted at the event. A PSNI Road Safety Display team would be in attendance, but no vending other than that approved by Council is proposed.

Confirmation has been given by VJMC that Public Liability Insurance to the value of £10 million will be in place. It is however essential that the whole issue of insurance/indemnity is appropriately gone into. Also verbal assurances have been received that club members will ensure that the Council's land used for the event will be returned as was, with all litter removed and any damage which may be caused rectified.

It is considered that an appropriate booking fee ought to be applied to include the cost of stadium floodlighting.

Council did budget £1,000 in respect of the "Roon Tha' Toon" event in 2010. This budget should be used to offset both the booking fee and other costs which would be incurred by Council by making a venue available in order that the event might take place. It is inevitable, given the nature of the event proposed to be held on the Council's property that DBS staff will have to be deployed in order to protect the Council's interests and that this will involve overtime and costs not budgeted for by Council when setting its district rate for 2010-011 in February.

IT IS RECOMMENDED that Council grant permission to the Vintage Japanese Motorcycle Club, Northern Counties Section to stage its 2010 "Roon Tha' Toon" event in August at Riada Stadium subject to the following conditions: –

- 1) A full risk assessment for the event be completed by the event organisers (VJMC) and submitted to the Council's Director of Borough Services no later than 4.00pm, 30th June 2010 for approval.
- 2) The event to be operated in accordance with an Event Plan, supported by a Contingency Plan and a Medical Plan, submitted to the Council's Director of Borough Services no later than 4.00pm, 30th June 2010 for approval.
- 3) Provision by VJMC of appropriate insurance for the event with the original insurance certificate(s) being submitted to the Council's Director of Borough Services no later than 4.00pm, 19th July 2010 for approval.
- 4) Written confirmation on behalf of VJMC, that club members will ensure that the Council's land used for the event will be returned as was, with all litter removed and any damage to the Council's property which may be caused rectified at the earliest opportunity.
- 5) Payment by VJMC of a booking fee which covers the Council's unbudgeted costs.
- 6) No vending to take place on site at the event without the express prior approval of the Council's Director of Borough Services.

IT IS FURTHER RECOMMENDED that should the event organisers not comply with any of the forgoing conditions or not provide necessary health and safety and other documentation to the satisfaction of the Council's Director of Borough Services then permission to hold the event would be automatically withdrawn.

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

to recommend that Council (i) grant permission to the Vintage Japanese Motorcycle Club, Northern Counties Section, to stage its 2010 "Roon Tha' Toon" event in August at Riada Stadium subject to the terms and conditions outlined and (ii) should the event organisers not comply with any of the forgoing terms and conditions or not provide necessary health and safety and other documentation to the satisfaction of the Council's Director of Borough Services then permission to hold the event would be automatically withdrawn.

373.5 BALLYMONEY CEMETERY MEMORIAL

Application has been received as undernoted for the erection of a memorial in Ballymoney Cemetery.

Section 8 No. 177

Mr. James Hunter, 24 Trinity Drive, Ballymoney
All Polished Black Granite Headstone & Base.

IT IS RECOMMENDED that Council grant permission to the above applicant to erect a memorial in Ballymoney Cemetery, subject to usual requirements.

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

to recommend that Council grant permission to the above applicant to erect a memorial in Ballymoney Cemetery, subject to usual requirements.

373.6 DERVOCK WAR MEMORIAL GARDEN

A preliminary approach has been made recently on behalf of Dervock & District Community Association seeking permission to apply for possible funding to undertake a number of access, lighting and other improvements in respect of the Council's War Memorial Garden, Carncullagh Road, Dervock.

IT IS RECOMMENDED that Council could grant its permission in principle, subject to the proviso that the work can be undertaken without cost to Council.

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

to recommend that Council grant permission, in principle, to Dervock & District Community Association to apply for possible funding to undertake a number of access, lighting and other improvements in respect of the Council's War Memorial Garden, Carncullagh Road, Dervock, subject to the proviso that the work can be undertaken without cost to Council.

373.7 DERVOCK RE-IMAGING COMMUNITIES PROJECT

Planning Service will soon issue the planning approval sought in respect of the above project. Information is awaited from the artist working for Dervock & District Community Association as to the timeline for the 'piece' to be available on site. It is then the intent to deliver the base with integral floodlighting which Council committed to do, notwithstanding that no specific budget allocation was made in the current year for the spend now to be incurred.

373.8 LOUGH NEAGH & LOWER BANN ADVISORY COMMITTEES

As members are aware it was the Council's decision when setting its budget for 2010-2011 on 12th February 2010 that it would make a contribution of £2,500 (and not the £5,00 sought) to the work of the Lower Bann Advisory Committee. Following the Council's meeting on 1st March when its contribution had been confirmed and the appointment of Councillor M McCamphill was made, this information was conveyed to the Director of Natural Heritage at NIEA.

The Minister of the Environment, by letter dated 26th ultimo (circulated) has advised thus –

... "The absence of full support from the 6 funders means that the two Advisory Committees are no longer sustainable and the decisions of the Councils have left little alternative other than to wind up the two Advisory Committees on 30th June 2010 when the three month extension period, which the two Departments agreed to fund, comes to an end. ...

373.9 ZEBRA MUSSELS

An information leaflet has recently been received from NIEA regarding Zebra Mussels 'Stop the Spread' (circulated). The intent is to raise awareness of the problematic species.

The Council will assist NIEA in getting its message more widely known by continuing to make the information available at Drumaheglis Marina & Caravan Park.

373.10 BALLYMONEY RIVER

It may be of interest to Committee to note that Council co-operates with DCAL as regards its annual stock of the Ballymoney River with brown trout fry. The Mayor will use the opportunity on 18th May to highlight angling opportunities in the Borough.

373.11 BALLYMONEY CONNECT2 PROJECT – PUBLIC CONSULTATION

Members are informed that progress on the proposed new shared use railway bridge has reached planning application stage. Translink, together with all the project partners were keen that a full opportunity for public consultation be offered prior to a planning application being lodged, not only to hear public comment but to ensure all ideas and issues were taken on board. To this end a full public consultation exercise has been arranged during the week beginning Monday 24th May to Friday 28th May at three key locations. Dorans, consultants for the project, will be supplying 6 professionally designed A0 sized boards, two of which will be displayed in Riada House, the Joey Dunlop Leisure Centre and the Railway Station and comments books will be supplied in which the public can make suggestions. Full details will be issued to the local press.

* **Councillor Finlay left the meeting at 7.41pm.**

373.12 BALLYMONEY CONNECT 2 PROJECT - MONITORING PROPOSALS

Members are informed that, following a recent request for the submission of quotations, four companies returned costs towards a “before and after” programme of monitoring with regard to the construction of the new shared use railway bridge. On the basis of cost efficiency it is minded to approve Millward Brown Ulster Ltd, who has also carried out similar monitoring work for the Newtownabbey Connect2 project. Sustrans have approved this decision and are providing 80% of the costs with Council contributing the remaining 20% (drawings circulated). The monitoring proposals involve two rounds of survey work based in Riverside Park, close to the site for the proposed railway bridge. The first to be carried out this summer 2010 over 5 days and to include short user interviews as well as manual head counts. A second, similar round of surveys, will take place once the bridge is in place.

373.13 BALLYMONEY BIKE WEEK EVENT

Members are informed that Bike Week will run from 19-27 June. This year it is proposed that Ballymoney run a joint initiative with Coleraine Borough Council to allow for the wider promotion of the recently established National Cycle Network Route 96 (NCN 96) through the Borough. Following discussions with Coleraine Borough Council and local cycling enthusiasts, an 18 mile cycle event has been arranged on Saturday 19 June beginning in Riverside Park at 10am. All participating cyclists from both areas will start together and ride the 18 miles from Riverside Park, along the NCN 96 Route via Seacon Road to Coleraine, stopping off for a refreshment break. The return to Ballymoney will be via the NCN 96 route along the River Bann via Glenstall Road and Balnamore village, returning to Riverside Park for approximately 1pm. Due to the length of this event it will be aimed primarily at adults and older children and will be undertaken at a leisurely pace. A shorter 10 mile loop will be on offer for those who do not wish to undertake the full 18 miles. Translink have kindly offered to accommodate cyclists wishing to travel between Coleraine and Ballymoney by train for this event. Full press details will be issued and Coleraine will fund a cycling leaflet which will include this event.

- * **Director of Borough Services left the meeting at 7.45pm.**

LEISURE SERVICES

373. 14 COMMUNITY FESTIVAL FUND GRANTS

Following public advertisement for applications under the 2010/11 Community Festival Fund Grant Scheme 12 applications were received by the closing date of 29th April 2010. The applications have been checked for completeness and assessed and scored in accordance with the criteria set out in the guidance notes for the Community Festival Fund.

The Director advised that the 2010/11 Community Festivals Fund budget is £8,000.00 of which 50% is grant aided by the Department of Culture, Arts & Leisure. She also advised that £725.00 of the budget would be used to meet administration costs. This left a fund of £7,275.00 to be allocated. The Director circulated a schedule detailing all the applications including the name of the festival, duration, events to be held and the scoring results.

Group	Festival	Grant Offered
Cloughmills Community Association	June Cultural fair	£900.00
Stranocum Ulster Scots Cultural & Heritage Society	Bushvalley Festival	£860.00
Dunloy Accordion Band	Ulster Scots Festival	£830.00
Glebeside Community Association	Community Week 2010	£830.00
Garryduff Flute Band	Ulster Scots Community Festival	£600.00
Kingdom of Dalriada Ulster Scots Society	Ulster Scots Festival	£830.00
Ballybogey Community Association	Community week	£720.00
Killyrammer & District Community Association	Community Week	£450.00
Rasharkin Community Association	Fun For All	£685.00
Ballymaconnelly Renewal Group	Community Festival	£570.00
Carnany Community Association	Fun Day	Did not meet criteria
Derrykeighan & District Community Association	Summer Fete	Did not meet criteria

The Director advised that the following conditions should apply to the offer of grant:

- 50 % grant to be paid in advance
- Monitoring and evaluation forms and vouchers for eligible expenditure to be submitted within 3 months of the festival end date;
- Balance of grant paid by January 2011.

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

to recommend that Council approve the 2010/11 Community Festival Fund grant as follows and in accordance with the outlined conditions:

- 1. Cloughmills Community Association £900.00**
- 2. Stranocum Ulster Scots Cultural & Heritage Society £860.00**

3. ***Dunloy Accordion Band £830.00***
4. ***Glebeside Community Association £830.00***
5. ***Garryduff Flute Band £600.00***
6. ***Kingdom of Dalriada Ulster Scots Society £830.00***
7. ***Ballybogey Community Association £720.00***
8. ***Killyrammer & District Community Association £450.00***
9. ***Rasharkin Community Association £685.00***
10. ***Ballymacconnelly Renewal Group £570.00***

373.15 GOOD RELATIONS GRANTS

The following applications for grants were considered:

- (i) Dunloy Development Association for assistance towards a Cultural Heritage trip to Omagh. Amount requested £350.00
- (ii) Ballymoney Community Resource Centre for assistance towards Cross-Community Computer Skills courses. Amount requested £350.00
- (iii) Glebeside Community Association for assistance towards a Community Policing Project. Amount requested £350.00

IT IS RECOMMENDED that the above 3 groups are granted £350.00 each towards their respective projects.

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

to recommend that Council grant £350.00 each to (i) Dunloy Development Association for assistance towards a Cultural Heritage trip to Omagh, (ii) Ballymoney Community Resource Centre for assistance towards Cross-Community Computer Skills courses and (iii) Glebeside Community Association for assistance towards a Community Policing Project.

373.16 CAMPHILL COMMUNITIES TRUST (NI) - REQUEST FOR GRANT

The Fundraising officer of the Camphill Community Trust (NI) has written to the Council requesting a grant of £500 towards the cost of producing a DVD to highlight the work of Camphill Communities to families of children and adults with special needs, health trust, healthcare professionals, local councils and potential funders/supporters.

Camphill Communities in Northern Ireland provide care, support, education and meaningful work opportunities for children and adults with special needs, covering all district council areas.

The Trust would welcome the opportunity to make a presentation to Council.

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

to recommend that Council do not support the Camphill Communities Trust (NI) request for grant assistance, due to budgetary constraints.

373.17 LEISURE SERVICES BUSINESS PLANS 2010/11

The following Business Plans have been drawn up for the period 1st April 2010 to 31st March 2011 –

- (i) Leisure Services & Sports Development
- (ii) Arts
- (iii) Museum Services
- (iv) Good Relations

The Plans (attached as Appendix A) detail the work to be undertaken during 2010/11 within the budgets set by Council.

IT IS RECOMMENDED that the Council endorse the 4 Business Plans 2010/11.

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

to recommend that Council endorse the (i) Leisure Services & Sports Development Business Plan (ii) Arts Business Plan, (iii) Museum Services Business Plan and (iv) Good Relations Business Plan attached as Appendix A.

373.18 JOEY DUNLOP LEISURE CENTRE – GAS CONTRACT

Gas was installed in the Leisure Centre in May 2008 and a 2 Year contract was agreed. The contract expired on 31st March 2010. A new contract has been negotiated and agreed for 1 year at a price increase of 2.4%.

373. 19 TWIN TOWNS CUP

Correspondence has been received from Ballymoney Twinning Association requesting the use of part of the car park at Joey Dunlop Leisure Centre on Saturday 19th June from 10am-2pm, to host the Twin Towns Cup Challenge.

The Director undertook to clarify with the Twinning Association which part of the car park they were requesting use off.

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

to recommend that Council grant Ballymoney Twinning Association the use of part of car park at the Joey Dunlop Leisure Centre on Saturday 12th June to host the Twin Towns Cup Challenge .

This being all the business the meeting closed at 8.42pm.

Appendix A: Leisure Services Business Plans 2010/11

APPENDIX A:
Leisure Services Business Plans
2010/11

Leisure Services Business Plan for 2010/2011

Leisure Management incorporating Joey Dunlop Leisure Centre and Sports Development Unit

Vision for 2010-11	<ul style="list-style-type: none"> • To encourage greater participation in Leisure facilities and programmes thus ensuring the improvement in health and wellbeing of all those who work, play or reside within the Borough. • Leisure centre and catering income to achieve projected budget £690k (net). • Leisure centre participation to be over 400k per year • To provide a well run and efficient catering operation • Implement the Sports Development Units plans including elements of community sport • Deliver Active Communities programme once the scheme has been adopted and funded • Deliver an Obesity programme through Northern Partnership of Physical Activity when funds have been made available • Continue to improve energy efficiency and reduce the carbon foot print of JDLC • Continue with a Causeway wide coach education programme when funds are available
Business Development	<p>The delivery of the following;</p> <ol style="list-style-type: none"> 1. Maintain a beauty/alternative therapy clinic in JDLC 2. Further develop the GP referral Programme to JDLC 3. Continue to deliver an Active Aging programme 4. Sports Development to run all five sections of Wildcats Activ8 club 5. Review Normal Operating Procedure for JDLC and Sports Development 6. Review and update JDLC and Sports Development Risk Assessments 7. Promotion and Development of Tennis through partnership of JDLC and Sports Development 8. Implementation of a Sports Development Unit coach delivery programme for all activities 9. Development of Web Site for JDLC and Sports Development Unit if funding and training is made available 10. Increase income through promoting Special events and functions in the refurbished main sports hall 11. Continue a programme of controls, logging and water testing in JDLC to reduce the risk of Legionella. <p>All work to be completed/delivered by March 2011</p>
Staff / Staff Development	<ul style="list-style-type: none"> • Implement where appropriate the ISRM Integrated Management system with regard to written procedures • Additional ongoing training and guidance for lead attendants in leadership and operational procedures. • On going training for all lifeguard staff in life saving and First Aid to meet Health & Safety Standards (lifeguarding 7th edition and St John Ambulance first aid qualification renewed ever two years).

	<ul style="list-style-type: none"> • Ensure Health and Fitness Club staff, continue their Continued Professional Developments with the Register of Exercise Professionals. • Fire appliance training for all staff if funding (training) is made available • Maintain Leisure watch training for 80% of all Leisure services staff. (Child Protection training)
External Liaison	<ul style="list-style-type: none"> • Chief Leisure Officers Association • Northern Partnership for Physical Activity. • Sport North East (or its new alternative) • Ballymoney Sport Advisory Committee. • Pulse fitness. • Coleraine, Limavady and Moyle Borough Council Sports Development Unit • Sport Northern Ireland • N.E.E.L.B and School PE Departments • Northern Health Trust, Health Promotion Service. • Good Relations- Summer activity Schemes. • Community Associations and Sports Clubs • SkillsActive • Northern Investing For Health Partnership • RPA Transition steering group with Causeway coast and Glens Council cluster • Brochures, posters, flyers produced four times a year. Press releases and printed material to be produced in advance of activity programme enrolments to maximise sales.
Resource Management	<p>Expenditure budget for 20010/11</p> <p>JDLC £1,438,205 & Sports Development £68,035</p> <p><u>Staffing:</u> 3 Assistant Managers 1 Office Manager 7 Receptionists F/T P/T 13 Leisure Attendants F/T P/T 5 Fitness Instructors F/T P/T 2 Swimming Teachers 5 Restaurant Staff F/T P/T 4 Cleaners 1 Plant Operator 5 Lead Attendants 1 Sports Development Officer (vacant) 1 Community Sports Project Officer 7 Summer scheme staff 15 Sports Coaches</p>

External Standards	<ul style="list-style-type: none">• To monitor performance with RPA Cluster Councils
Results	<ul style="list-style-type: none">• Deliver on Agreed Budgets with regard to expenditure and income• Control and reduce absenteeism for indoor leisure• Continue to compete against the performance of other leisure centres as required by Performance Indicators produced by the DOE.• To remain an approved IQL lifeguard training centre (reviewed annually).• To Deliver 80% of all proposed Sports Development Unit and Community Sports programmes

Arts Business Plan 2010-11

Vision for 2010-11	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"> • 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. • To develop a visual arts programme that meets the objectives set out in the council's temporary exhibition policy. • Promote the arts and cultural programme. This will include the production of 2 brochures in September & January and the Summer "What's On" brochure in May. • Maximise opportunities to increase arts activities by participating in Peace III Programme 9b • Support local arts organisations including Ballymoney Borough Arts Committee and Ballymoney Drama Festival Committee in the promotion of the arts. • Work in partnership with other voluntary and statutory groups to promote and develop the arts including Causeway Coast Arts. • Complete of Art of Regeneration project with installation and launch of all artworks and production of interpretative panels and brochure • Deliver Ballymoney's Mayor's Show • Work in partnership with other councils within the Causeway Coast & Glens District Council to prepare for RPA
Staff / Staff Development	
External Liaison	<ul style="list-style-type: none"> • Media • Ballymoney Borough Arts Committee • Causeway Coast Arts • Coleraine Borough Council • Arts Council of Northern Ireland • Arts Managers Group • Causeway Museums Service • Department of Culture & Leisure • Forum for Local Government & the Art

Resource Management	<ul style="list-style-type: none">• Manage effectively budgets for 2010-11 Expenditure Budget for 2010-11 £98,316.50• Staffing – Cultural Services Officer
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 5%. This doesn't include exhibition attendances.

Museum Business Plan 2010 - 11

SECTION	TASKS
Vision for 2010-11	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"> • Develop and deliver a series of interpretative panels for the Town Hall rooms and corridor. • 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: <ul style="list-style-type: none"> • May-August - 'Road Racing Nation' • September - October - Cycling Club exhibition • November - Woodturning • December - Hugh McIlfattrick • January & February - Images of Ireland • March - to be confirmed • Community exhibitions in the History Resource Area • Develop and deliver a programme of events and activities that will support the exhibition programme. • Continue to develop a programme of events and activities that provide access to the collection and links to the NI curriculum. • Develop a series of curricular aids with a local focus that can be supplied to schools on various subjects. • Implement the Museum Marketing Plan including the development of a new brochure and online access. • Maintain good collection care and management that will include carrying out an audit of the collection, archiving 35mm slide collection. • Develop and adopt an Image Reprographic Policy • Maintain / establish links with community groups / local cultural organisations where appropriate. • Continue to deal efficiently with visitor enquiries. • Identify opportunities to source additional funding for the museum. • Maintain a high profile in the wider museum field e.g. publishing articles, attending conferences.
Staff / Staff Development	<ul style="list-style-type: none"> • Specialised Museum Training including collection care. • Additional training in marketing and the NI Curriculum.
External Liaison	<ul style="list-style-type: none"> • BBC 'A History of the World' • National Museum of Northern Ireland • Media • Ballymoney Borough Arts Committee • Coleraine Borough Council • Causeway Museums Service • Northern Ireland Museums Council • Irish Museums Association • Museums Association

	<ul style="list-style-type: none"> • University of Ulster • Queen's University Belfast • Museums, Libraries and Archives Council • Department of Culture & Leisure • Causeway Institute of Further & Higher Education • Causeway Coast & Glens Tourism
Resource Management	<ul style="list-style-type: none"> • Manage effectively budgets for 2010-11 Expenditure Budget for 2010-11 £115,161.50 • 2 x Full time Staffing – Museum Manager & Museum Assistant
External Standards	<ul style="list-style-type: none"> • Maintain accreditation under the Museums, Libraries & Archives Council Accreditation Scheme
Results	<ul style="list-style-type: none"> • Increase museum visitor figures by 5% to a total of 17,115 people.

Good Relations Business Plan 2010-11

Vision for 2010-11	<ul style="list-style-type: none"> • <i>To deliver an effective Good Relations programme, which enables the people of Ballymoney to develop a positive shared future.</i> (As set out in Good Relations Strategy 09-11)
Business Development	<ul style="list-style-type: none"> • Implement the Good Relations Action Plan 2010-11. • Administer Good Relations Grant Aid Programme to groups. • Develop new Good Relations Strategy beyond 2011. • Develop Community Support Plan beyond 2011. • Monitor and evaluate effectiveness of 2 programmes. • Raise awareness of programmes and their objectives. • Administer Community Festivals Fund (DCAL) • Work in partnership with other councils within the Causeway Coast & Glens District Council to prepare for RPA
Staff Development	<ul style="list-style-type: none"> • Development of Officer to ensure that both programmes are delivered efficiently and effectively by availing of any relevant training.
External Liaison	<ul style="list-style-type: none"> • Community Relations Unit • Community Relations Council • Peace III North East Cluster Partnership • Department of Social Development • Department of Culture, Arts and Leisure • Community Relations Officers Regional Forum • Ballymoney Community Resource Centre • Ethnic Minority Committee • Community Groups – Interagency meetings • Safer Bonfire Committee • Community Safety Partnership • Rasharkin Management Committee • PSNI • Creating Communities • Northern Ireland Housing Exec • Northern Ireland Council Ethnic Minorities • Peace & Reconciliation Group – L/Derry • Corrymeela • Mediation NI
Resource Management	<ul style="list-style-type: none"> • Manage effectively budgets for 2010-11 Expenditure Budget for Good Relations 2010-11 £98,128 Expenditure budget for Advice services 2010-11 £18,300 Expenditure budget for Community Festivals Fund 2010-11 £8,000 • Submit grant claims to funders on schedule • Staffing –1 Full-time Good Relations Officer and P/T administration support staff
External Standards	<ul style="list-style-type: none"> • Work within funding guidelines from CRU and DSD to deliver both programmes. • Work within funding guidelines from DCAL for Community

	Festivals Fund <ul style="list-style-type: none">• External monitoring and evaluation of GR Programme
Results	<ul style="list-style-type: none">• Performance Indicators achieved on both programmes.• Continuation of current level of funding from DSD & CRU• Collaborative projects under Peace III Programme• Continuation of annual funding under Community Festivals Fund