

**BALLYMONEY BOROUGH COUNCIL****Corporate & Central Services Meeting**

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**BALLYMONEY BOROUGH COUNCIL**

Minutes of Corporate & Central Services Committee Meeting No 395 held in the McKinley Room, Riada House, on Monday 27<sup>th</sup> June 2011 at 7.00pm.

**IN THE CHAIR:** Councillor T McKeown

**PRESENT:**

**Aldermen**  
F Campbell  
H Connolly  
B Kennedy

**Councillors**  
A Cavlan  
J Atkinson  
W Blair  
J Finlay  
R Halliday  
T McKeown  
E Robinson  
I Stevenson

**IN ATTENDANCE:** Chief Executive [Items 8-12]  
Director of Central & Leisure Services [Items 1-7]  
Head of Corporate and Development Services [Items 8-12]  
Committee Clerk

**APOLOGIES:** Alderman Cousley, MBE  
Councillor C McLaughlin  
Councillor P McGuigan

**396.1 MINUTES OF MEETING NO 395 – 25<sup>TH</sup> MAY 2011**

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

*to recommend that the Minutes of Meeting No 395 – 25<sup>th</sup> May 2011, as circulated, be approved.*

## **Matters Arising**

### **1.1 Waste Management Conference (395.17)**

Councillor Robinson informed members that she will report on her attendance at the above conference at the next Health and Environmental Services Committee meeting.

## **CENTRAL SERVICES**

### **396.2 ACCOUNTS FOR PAYMENT**

Treasury advice schedules detailing payments for Period 3, 2011/12 drawn on the Council's Revenue and Capital Bank Accounts will be circulated at the meeting.

It is **RECOMMENDED** that the payments are made.

Members asked the Director a number of queries to which she responded. Councillor Cavlan drew attention to a payment for the repair of a lift in the Town Hall. She enquired whether there was a maintenance contract or otherwise for the equipment as it had been drawn to her attention that the lift had been out of order and had to be repaired on several occasions. The Director will refer the matter to the Head of Amenities for consideration.

Alderman Campbell drew attention to the other lifts within the Town Hall as a means to accessing the floor levels.

- \* **Alderman Kennedy left the meeting at 7.08pm and returned at 7.19pm during consideration of the above matter.**

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

***to recommend to Council that accounts to the value of £770,772.96 from the Revenue Account and £15,958.01 from the Capital Account for Period 3, 2011/12 be approved for payment.***

### **396.3 ACCOUNTS FOR PAYMENT JULY & AUGUST 2011**

As the Council had agreed that there will be no committee meetings in July & August, except for urgent business, **IT IS RECOMMENDED** that authority be delegated to the Director of Central & Leisure Services to approve the payment of the Accounts for Periods 4 and 5 2011/12.

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

***to recommend that authority be delegated to the Director of Central and Leisure Services to approve the payment of the Accounts for Periods 4 and 5 2011/12.***

The Director will report details of the payment of the accounts for Period 4 and 5 2011/12 to the September meeting.

#### **396.4 SIGNING OFF THE 2010/2011 ANNUAL ACCOUNTS**

The Director advised that the Council, at its meeting on 6<sup>th</sup> June 2011 delegated authority to the committee to sign off the Annual Accounts for 2010/2011 before they are submitted to the Department of the Environment by the 30<sup>th</sup> June 2011.

The Financial Statements for 2010/11 were circulated at the meeting.

The Director explained that the Accounts for the financial year ended 31<sup>st</sup> March 2011 are produced in accordance with the International Financial Reporting Standards (IFRS), which has made significant changes to the financial information disclosed.

She advised that for the financial year 2009/10 IFRS Shadow Accounts were produced so that comparative figures would be available.

In the Annual Accounts for 2010/11 the Comprehensive Income and Expenditure Statement has replaced the District Fund Summary. This details the Gross Expenditure, Gross Income and Net Cost of the Services at a very high level – all the services are grouped under 4 headings.

The Director advised that Land and Property Services Revaluation Indices were applied to the value of Land and Buildings which resulted in a significant reduction in the value of Land and Buildings at 31<sup>st</sup> March 2011.

The Director further advised that at 31<sup>st</sup> March 2011 £253,255 was added to the District Fund, increasing the balance of the District Fund Reserve at 31<sup>st</sup> March 2011 to £606,555 which was a healthy financial position for the Council.

In response to a comment from Councillor Robinson, the Director replied that a large part of the surplus for the year was from loan charges and that she would

produce a year end variance report to show the expenditure per service against budget.

Councillor Stevenson expressed satisfaction with the healthy financial position of the Council, but felt that more work needed to be done to increase the Rates Income for the incoming financial year. He intimated that representatives from Land and Property Services should be invited to a meeting to address the issues of vacant properties and outstanding debt.

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

***to recommend that Council invite representatives from Land and Property Services (LPS) to an early Council or committee meeting.***

\* **Councillor Stevenson left the meeting at 7.53pm.**

\* **Councillor Cavlan left the meeting at 7.57pm.**

Councillor Robinson commented on the very pleasant news that the Director had given them. In light of this, she proposed that Council pay £1,000 to Stranocum and District Development Group as a contribution towards flowers for the Translink Ulster in Bloom 2011 Competition.

Councillor Robinson recommended and Alderman Campbell seconded that Council grant Stranocum and District Community Association £1,000 towards plants for the Translink Ulster in Bloom Competition.

Councillor Finlay reminded members that this was not the appropriate committee to take the proposal to, the item had been discussed at a previous Leisure and Amenities Committee and Council could debate the issue at the next meeting in July.

The Chair ruled that the Leisure and Amenities Committee was the correct committee to consider this and the matter could be raised at the Council meeting in July, arising from the Leisure & Amenities report where the matter had initially been dealt with.

The Director advised that the full copy of the Annual Accounts and Report for 2010/11 is available, on request, to all members.

- \* **Head of Corporate and Development Services arrived at the meeting at 8.15pm.**

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

*that committee sign off the Annual Accounts for the year ended 31<sup>st</sup> March 2011.*

### **396.5 VAT CLAIMS RE: LEISURE SERVICES AND TRADE WASTE SERVICES**

The Director advised that two separate claims have been submitted to Her Majesty's Revenue & Customs (HMRC) for overpaid VAT on Leisure Services and Trade Waste Collection Services for a 4 year period.

With regard to the Leisure Services claim the Council had previously agreed to work jointly with the other 25 Councils and to engage the Services of VAT Support and Solutions and DLA Piper to submit and defend the claim.

**IT IS RECOMMENDED** that the services of VAT Support and Solutions are engaged to submit the claim for the Trade Waste Services.

The Director advised that she will report developments in due course.

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

*to recommend that Council engage the Services of VAT Support and Solutions to submit the claim for the Trade Waste Services.*

### **396.6 COUNCILLORS ALLOWANCE – SPECIAL RESPONSIBILITY ALLOWANCE**

The Special Responsibility Allowance (SRA) is to be paid to those members of the Council who have significant additional responsibilities over and above the generally accepted duties of a Councillor.

In June 2007 Council approved the payment of the SRA to the Mayor, Deputy Mayor and Chairs and Vice Chairs of the 5 main standing Committees.

In addition the Council agreed to adopt two of the Departments "good practice" recommendations which are –

- councillors should be able to claim only one SRA.
- there should be safeguards to ensure a fair distribution of SRA across a representative sample of political parties.

The Director advised that this information was requested by a member during the discussion on SRA at last month's committee meeting.

### **396.7 CREDITORS PAYMENTS**

The Director advised that a review of the Creditors Payment system is currently taking place, with one of the planned outcomes being to move to electronic payment of creditors accounts. This will necessitate changes to the current procedures.

She advised that a further report will be brought to Committee in due course.

- \* **Head of Corporate and Development Services arrived at the meeting at 8.27pm.**
- \* **Chief Executive arrived at the meeting at 8.27pm.**
- \* **Director of Central and Leisure Services left the meeting at 8.29pm.**

## **CORPORATE SERVICES**

### **396.8 MARKETING**

#### **8.1 Local Democracy Week**

Local Democracy Week takes place in October. In the past number of years we have promoted the event in secondary level schools. **IT IS RECOMMENDED** that Council again participate in this initiative and that the 2011 event be promoted in primary schools in the borough with a focus on the local election campaign. The support of the good relations programme and the Community Safety Partnership is being sought for the event.

**Committee AGREED** that Council participate in the Local Democracy Week initiative

#### **8.2 Freedom of the Borough**

The two organisations the 152 (Ulster) Transport Regiment of the Royal Logistics Core of the Territorial Army, and the Royal Irish Regiment have

accepted the offer of the Freedom of the Borough and arrangements are now in hand to agree a mutually convenient date for the event. A further report shall be brought to committee in due course.

### **8.3 Her Majesty The Queen's Diamond Jubilee Celebrations 2012**

Committee recommended at its meeting in February past, and Council agreed, in principle to collaborate in a joint celebration of next year's 60<sup>th</sup> anniversary of Her Majesty's accession to the throne.

Officers representing Councils in Co. Antrim attended a meeting hosted by Her Majesty's Lieutenant (HML) earlier this month to consider events in Co. Antrim to celebrate the Queen's Diamond Jubilee Weekend 2-5 June 2012.

HML expressed her desire for a calendar of events on a county-wide basis and for the involvement of as many young people, organizations and community associations as possible. The events could take place throughout the year.

A project to co-ordinate the lighting of 2012 beacons throughout the UK, Channel Island and Isle of Man, involving local authorities, town and parish councils, country land and estate owners and communities, is under consideration. There are two types of beacons, a bonfire beacon or a church tower beacon (available at est. £300).

**Committee is invited to consider** if and how it wishes to be involved in the local and county celebrations and if it wishes to participate in the beacon project. No specific budget has been allocated for the celebrations.

Members were in agreement that Council become involved in the county celebrations and also support local community celebrations and suggested various ways to mark this significant event.

Councillor Finlay suggested that Council bring the matter to the marketing sub-committee to discuss ideas.

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

***to recommend that Council defer the item of Her Majesty The Queen's Diamond Jubilee Celebrations 2012 to the marketing sub-committee for consideration.***

### **396.9 RECORDS MANAGEMENT**

Correspondence from the Information Commissioner to the Department of Environment Departmental Information Officer draws attention to compliance with the Public Records Act (NI) 1923 and the Disposal of Documents Order 1925, in particular the need for public bodies to ensure disposal/retention schedules, developed in liaison with the Public Records Office, observe the process for approval by the Minister for Culture, Arts and Leisure, as Keeper of the Records and laying of the schedules before the NI Assembly. All Councils have been advised that they must have a Retention and Disposal Schedule in place by 31<sup>st</sup> December 2011.

Council officers have met to consider the matter and plan to try and create a generic Retention & Disposal Schedule which will suit all councils. The aim is to have the schedule finalised for approval by Councils in October, to be passed to the Public Records Office to be laid before the Assembly in November. This Council has a current Retention and Disposal Schedule which will be reviewed as part of this new process.

The Public Records Office has also asked Councils to conduct an Information Audit to ensure all records are included in the schedule and this work has commenced.

### **396.10 LOCAL GOVERNMENT STAFF COMMISSION – CORPORATE PLAN**

The Commission's Corporate Plan for the next three years, 2011/12 – 2013/14 and the Business Plan 2011/12 was circulated for members information. Copies may be requested from the Office of the Chief Executive.

### **396.11 BOUNDARY COMMISSION FOR NI**

The Boundary Commission for Northern Ireland has commenced the 6<sup>th</sup> Review of the parliamentary constituency boundaries in NI. The commission hope to publish their Provisional proposals for NI parliamentary constituency boundaries for public consultation during September 2011. The Commission is obliged by the above named Act "to inform people in each of the proposed constituencies:

- what the proposals are
- that a copy of the proposals is open to inspection at a specified place within the proposed constituency.

The Head of Corporate and Development Services will make the necessary arrangements for the exhibition of the proposals in association with the Boundary Commission.

### **396.12 EQUALITY COMMISSION FOR NI**

The Equality Commission together with NILGA will be holding a Masterclass in Promoting equality of opportunity and good relations in Local Government on Wednesday 29<sup>th</sup> June from 10.00am to 1.00pm at the Craigavon Borough Council Civic and conference Centre. Elected members were authorised to attend and interested members should register with the Office of the Chief Executive.

Councillor Finlay was disappointed that the event was being held at the same time as another event in the Councillors' calendar.

**This being all the business the meeting closed at 8.57pm.**