

**Ballymoney Borough Council  
Leisure & Amenities Committee**

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Country 2013

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<b>409.24</b>	Leisure Services Business Plans 2013/14	<i>Approved</i>
<b>409.25</b>	Good Relations Sub-Committee	<i>Re-appoint 9 members 4 DUP, 2 SF, 1 SDLP, 1 UUP, 1 TUV plus Mayor and Deputy Mayor as ex officio</i>
<b>409.26</b>	Good Relations Grants	<i>Grant £350 each to 4 applicants</i>
<b>409.27</b>	PEACE III Cohesion Project	<i>Approve extension</i>
<b>409.28</b>	Request for Financial Assistance <b>28.1</b> Ulster Irish Dancing Championships 2013 <b>28.2</b> Ulster Youth Choir	<i>} } No budgetary provision made</i>
<b>409.29</b>	North West 200	<i>Support flexible Road Closure</i>
<b>409.30</b>	Causeway Coast & Glens Community Development Support Framework	<i>Information</i>
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<b>409.33</b>	Request for Financial Assistance – Mary Peters Trust	<i>Grant £200</i>
<b>409.34</b>	Changing Facilities for Astro turf Pitch	<i>Report to be brought back</i>

**Council meeting 983 5<sup>th</sup> August****983.10 Leisure & Amenities Report July 2013**

<b>10.1</b> DCAL 2013/14 Water Recreation Grant Programme	<i>Noted</i>
<b>10.2</b> Glebeside Outdoor Recreational Facilities Project	<i>Tender project</i>
<b>10.3</b> Celebrating the completion of Connect2:Pedal on UK	<i>Note event 30<sup>th</sup> August 2013</i>
<b>10.4</b> Drumaheglis Marina & Caravan park	<i>Note award</i>
<b>10.5</b> New Amenities Facilities Tour	<i>Noted &amp; date of tour to be arranged</i>
<b>10.6</b> Festive Lighting Scheme	<i>Accept tender Festive Lighting Company £60,790.83</i>
<b>10.7</b> Amenities Plant & Vehicles – Tender Evaluation Report Utility Vehicle	<i>Accept tender Essener Equipment £33,550.00</i>
<b>3.5</b> Tonne Excavator	<i>Accept tender TBF Thompson £27,896</i>
<b>10.8</b> Refurbishment of Changing Rooms and Toilets at Joey Dunlop Leisure Centre	<i>Accept tender TAL Limited, Lisburn £333,000.00</i>
<b>10.9</b> Good Relations Grants	<i>Award £350 to 9 groups</i>

**Council Meeting 984 – 2<sup>nd</sup> September 2013****984.9 Leisure & Amenities Report August 2013**

<b>9.1</b> Cloughmills Old Mill Buildings	<i>Engage consultant</i>
<b>9.2</b> Drumaheglis Tourist Development Project	<i>LAC to receive tender report</i>
<b>9.3</b> New Amenities Facilities Tour – 5 <sup>th</sup> September 2013	<i>Note arrangements for visit</i>
<b>9.4</b> Good Relations Grants	<i>Three grants of £350.00 agreed</i>
<b>9.5</b> Causeway Citizens Advice Bureau	<i>For information</i>

**BALLYMONEY BOROUGH COUNCIL**

Minutes of Leisure & Amenities Committee Meeting No 409, held in the McKinley Room, Riada House Ballymoney on Tuesday 17<sup>th</sup> September 2013 at 7.00pm.

**IN THE CHAIR** Alderman F Campbell

**PRESENT**

**ALDERMEN**  
C Cousley, MBE  
B Kennedy

**COUNCILLORS**  
J Atkinson  
W Blair  
J Finlay  
R Halliday  
R McAfee  
E Robinson, MBE

**APOLOGIES:**

**Aldermen**  
H Connolly

**Councillors**  
T McKeown  
I Stevenson

**IN ATTENDANCE:**

Director of Borough Services [Item 1-19]  
Director of Central and Leisure Services [Item 20-34]  
Business Support Officer

**409.1 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**409.2 MINUTES OF MEETING NO 407 – 20<sup>TH</sup> MAY 2013 and MEETING NO 408 – 1<sup>ST</sup> JULY 2013**

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

*to recommend that the Minutes of Meeting No 407 – 20<sup>th</sup> May 2013, and Minutes of Meeting No 408 – 1<sup>st</sup> July 2013, as circulated, be approved.*

For completeness of the record, copy of summary of committee items dealt with by Council during the committee's summer recess was circulated.

Director of Borough Services advised he had 3 additional items for members' consideration along with one piece of information for the attention of members.

## **AMENITIES**

### **409.3 ULSTER IN BLOOM 2013**

The results of the 2013 Translink Ulster in Bloom Competition were announced on 10<sup>th</sup> September, celebrating Northern Ireland's finest horticultural talent. It is pleasing to report that Council endeavour has been recognised as Ballymoney achieved 3<sup>rd</sup> place in the small town category and Ballymoney Railway Station won the 'Best Station Award'.

**IT IS RECOMMENDED** that Council note the Borough's achievements in the 2013 Ulster in Bloom Competition.

Councillor Robinson congratulated the Director and staff on their excellent efforts, stating that it was great to see that Ballymoney not only obtained 3<sup>rd</sup> place in its category but the substantial assistance given had also led to Ballymoney Railway Station winning that section of the competition - a magnificent effort. Councillor Finlay, in his capacity as Mayor, stated that he intended to recognise these achievements by having a reception for the key people.

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

*to recommend that Council note the Borough's achievements in the 2013 Ulster in Bloom Competition and that the Mayor intended to hold a reception to recognise the achievements of both staff and others.*

### **409.4 DRUMBOLCAN PARK, RASHARKIN GROUNDWORK SCHEME**

As previously reported the above scheme, which Council augmented, was recently completed. In conjunction with Rasharkin & District Community Association, Groundworks NI is proposing to host an 'Official Opening' of the scheme on Saturday 5<sup>th</sup> October at 1pm to which the Mayor, Councillors and officers are invited. They also wish to commission a public art work to be placed in/around the entrance to the Community Centre.

**IT IS RECOMMENDED** that Council note the arrangements made in respect of the official opening of the Drumbolcan Park Groundwork Project and that it agree in principle to the public art work proposal.

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

*to recommend that Council notes the arrangements made in respect of the official opening of the Drumbolcan Park Groundwork Project and that it agree in principle to the public art work proposal.*

### **409.5 DERVOCK & RASHARKIN RDP PROJECTS**

**IT IS RECOMMENDED** that Council note that it is hoped to tender both these projects in the near future.

It was proposed by Councillor Finlay, seconded by Councillor Atkinson and

**AGREED:**

*to recommend that Council note that it is hoped to tender both these projects in the near future.*

#### **409.6 RIVERSIDE PARK, BALLYMONEY**

**IT IS RECOMMENDED** that Council note, that following on from its recent decision, that a funding application was submitted on 16<sup>th</sup> August to the Heritage Lottery Fund for 2 stage financial assistance to make substantial alterations to the layout at park central. It is understood that a decision from HLF may be made by late November this year.

It was proposed by Councillor Atkinson, seconded by Councillor Finlay and

**AGREED:**

*to recommend that Council note, that a funding application was submitted on 16<sup>th</sup> August to the Heritage Lottery Fund for two stage financial assistance to make substantial alterations to the layout at park central.*

#### **409.7 CLOUGHMILLS BIO PARK**

Following on from the completion of the recent Feasibility Study regarding the Old Mill Buildings adjacent to the Bio Park, work is on-going in order to make a funding application to the Space & Place Programme in respect of the refurbishment of the principal building. It is also the case that consideration is being given to the re-roofing and return to use of the dilapidated building which adjoins the new play area within Cloughmills Bio Park in order to provide an indoor information display area and toilet facilities.

**IT IS RECOMMENDED** that Council note and agree in principle to these proposals.

Councillor Finlay commended on a recent site visit to the new facilities, which had also included a tour of the work and facilities relating to the Incredible Edible project. He stated that great credit was due to Patrick Frew and the others involved for the tremendous work being done.

It was proposed by Councillor Finlay, seconded by Councillor Atkinson and

**AGREED:**

*to recommend that Council note and agree in principle to these proposals.*

#### **409.8 KILLYRAMMER & RASHARKIN COMMUNITY CENTRES AND BALLYMONEY SOCIAL CENTRE**

The consultants work looking at what needs to be done in respect of each of these Council properties will be complete by the end of the month.

**IT IS RECOMMENDED** that Council note that it is hoped to bring a report with options/recommendations to Committee at its October meeting.

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

***to recommend that Council note that it is hoped to bring a report with options/recommendations to Committee at its October meeting.***

#### **409.9 RBL REQUESTS RE BALLYMONEY & DERVOCK WAR MEMORIALS**

Requests have been received from the respective branches of the Royal British Legion for Council to undertake work regarding flag poles at both the Ballymoney and Dervock War Memorials. Cost estimates have been obtained which indicate a potential spend at Ballymoney of approximately £2,500 for replacement poles or £400 to cut down the existing poles and at Dervock of £1,250. The Council's budget in respect of war memorials is £500.

**IT IS RECOMMENDED** that Council note that in order to undertake the work requested a substantial overspend will be incurred.

Alderman Kennedy, Councillor Finlay, Councillor Robinson and Councillor McAfee commented on the request made and from the ensuing discussion it was clear that members felt that the work of installing the new poles sought should be done prior to Remembrance Day this year, with the overspend taken from the Council's reserves.

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

***to recommend that Council undertake the work requested and that any budget overspend be taken from the Council's reserves.***

#### **409.10 MEMORIAL BENCH**

A request has been received for a memorial bench to be placed (without cost to Council) at Castlecroft, Ballymoney.

**IT IS RECOMMENDED** that Council agree in principle to the request subject to the proviso that a suitable location may be obtained.

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

***to recommend that Council agree in principle to the request subject to the proviso that a suitable location may be obtained.***

#### 409.11 GOAL POSTS AT RIADA PLAYING FIELDS

The IFA have supplied 8 no. small sized portable aluminium goalposts for use by Council primarily aimed at youth football. The Irish Football Association wishes to formalise the matter by Council entering into a licence agreement with it.

**IT IS RECOMMENDED** that Council enter into a licence agreement with the IFA in respect of the 8 no. small sized goalposts supplied.

It was proposed by Councillor Atkinson, seconded by Councillor McAfee and  
**AGREED:**

*to recommend that Council enter into a licence agreement with the IFA in respect of the 8 no. small sized goalposts supplied.*

#### 409.12 CLOUGHMILLS SPORTS FACILITIES

It has been a longstanding Council aspiration that sports facilities be provided for Cloughmills. Over the summer period, in conjunction with the Mayor, extensive work has been undertaken to identify potential suitable locations.

**IT IS RECOMMENDED** that Council note that a number of potential options will be pursued with a view that Council might secure suitable land in or in the vicinity of Cloughmills in the current financial year.

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

*to recommend that Council note that a number of potential options will be pursued with a view that Council might secure suitable land in or in the vicinity of Cloughmills in the current financial year.*

#### 409.13 PROPOSED PITCHES AT RIADA PLAYING FIELDS

Work has been undertaken to look at how the facilities known as Riada Playing Fields might best be finished and as a result the following proposals are now to hand –

- 1) Provision of a 3G pitch to replace the extant training pitch;
- 2) Provision of a further adult grass sand mattress pitch (110m by 76m); and
- 3) Provision of 3 no. small sided grass sand mattress pitches.

**IT IS RECOMMENDED** that Council progress these proposals.

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

*to recommended that Council progress the proposals for a (1) Provision of a 3G pitch to replace the extant training pitch; (2) Provision of a further adult grass sand mattress pitch (110m by 76m) and*



***(3) Provision of 3 no. small sided grass sand mattress pitches.***

**409.14 AMENITIES PROJECTS: SELECT LISTS**

Applications from contractors were invited by public advertisement for inclusion on select lists to be compiled in respect of the undernoted amenities projects with the deadline for the return of the respective PQQs being the 23<sup>rd</sup> August 2013-

- 1) Supply and erection of playground equipment at Drumaheglis and various sites throughout the Borough;
- 2) Main contractor, electrical and mechanical sub-contractors for the redevelopment of Megaw Park to include play areas, MUGA, sports pitch, car parking and new changing pavilion; and
- 3) Main contractor for provision of 3G pitch and additional grass pitches at Riada Playing Fields.

The applications received were opened by the Committee Chair: Alderman Campbell, together with the Head of Amenities, on 23<sup>rd</sup> August and then passed to the Council's consultants for evaluation.

**14.1 Drumaheglis Play Area, etc.**

12 no. completed questionnaires (PQQs) were returned by the deadline with 15 no. documents having been requested. R Robinson & Sons, who have evaluated the responses received, have recommended that the following 6 no. contractors, who received the highest score, should be placed on a list from which tenders for the Drumaheglis scheme and other similar schemes be invited, with the list remaining open until April 2015 –

- 1) Garden Escapes, Ballynahinch
- 2) Wicksteed Playscapes, Northants
- 3) Crawford Group, Ballymena
- 4) Hawthorn Heights Limited, Greysteel
- 5) Lagan Construction Group, Belfast
- 6) Playdale Playgrounds Limited, Cumbria

**IT IS RECOMMENDED** that Council appoint the above named contractors (6 no.) recommended by its consultants as its select list for its Drumaheglis Play Area project and other similar work, with the list remaining open until April 2015.

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

***to recommend that Council appoint the above named contractors (6 no.) recommended by its consultants as its select list for its Drumaheglis Play Area project and other similar work, with the list remaining open until April 2015.***

## 14.2 Megaw Park, Ballymoney

### 2.1 Main Contractor Select List

23 no. documents were requested, with 11 no. contractors returning applications by the deadline. R Robinson & Sons, who have evaluated the responses received, have recommended that the following 7 no. contractors, who received the highest score, should comprise the Council's main contractor select list –

F P McCann, Lisburn  
McAvoy Construction LLP, Banbridge  
Earney Contracts Limited, Lisburn  
TAL Limited, Lisburn  
Fox Building & Engineering Limited, Omagh  
Crawford Group, Ballymena  
J McQuillan Contracts, Lisburn

**IT IS RECOMMENDED** that Council appoint the above named contractors (7 no.) recommended by its consultants as its main contractor select list for its Megaw Park project.

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

***to recommend that Council appoint the above named contractors (7 no.) recommended by its consultants as its main contractor select list for its Megaw Park project.***

### 2.2 Electrical Sub Contractor Select List

As regards M&E Services 16 no. documents were requested, and 6 no. applications were received by the deadline from electrical contractors. Cogan & Shackleton, have evaluated the submissions and have recommended that the following 6 no. contractors, be placed on a select list for the Megaw Park scheme with the list remaining open until April 2014 –

RHK Davidson, Coleraine  
J D McGeown Limited, Belfast  
JBE Mechanical, Ballymena  
Martin Contracts, Dunloy  
MAC Electrical, Armagh  
Braham Electrical, Warrenpoint

**IT IS RECOMMENDED** that Council appoint the above named contractors (6 no.) recommended by its consultants as its electrical sub-contractor select list for its Megaw Park project.

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

***to recommend that Council appoint the above named contractors (6 no.) recommended by its consultants as its electrical sub-contractor select list for its Megaw Park project.***

### 2.3 Mechanical Sub Contractor Select List

The 2 no applications received by the deadline have been evaluated by Cogan & Shackleton who recommend that both be placed on the list for the Megaw Park scheme with the list remaining open until April 2014 –

JBE Mechanical, Ballymena  
Martin Contracts, Dunloy

Given the above, R Robinson & Sons have advised that in addition to the approved mechanical sub-contractor select list, the tender documents will contain a proviso that a main contractor can use an alternative sub-contractor subject to the satisfactory completion of the select list questionnaire.

**IT IS RECOMMENDED** that Council appoint the above named mechanical sub-contractors (2 no.) recommended by its consultants as its select list for its Megaw Park project and adopt the consultant recommendation as to how the list can be augmented.

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

***to recommend that that Council appoint the above named mechanical sub-contractors (2 no.) recommended by its consultants as its select list for its Megaw Park project and adopt the consultant recommendation as to how the list can be augmented.***

### 14.3 Pitches at Riada Playing Fields

20 no. documents were requested with 15 no applications being received by the deadline set. R Robinson & Sons have evaluated the responses received and have recommended that the undernoted 8 no. contractors, who received the highest score, should be placed on a list from which tenders for this scheme may be invited –

Clive Richardson Limited, Annaghmore  
McAvoy Construction LLP, Banbridge  
Earney Contracts Limited, Lisburn  
Crawford Group, Ballymena  
TAL Civil Engineering Limited, Lisburn  
Haffey Sportsgrounds, Portadown  
Fox Contracts, Omagh  
Tony Patterson Sportsgrounds, Saintfield

**IT IS RECOMMENDED** that Council appoint the above named contractors (8 no.) recommended by its consultants as its select list for its Riada Playing Fields Pitches project.

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

***to recommend that Council appoint the above named contractors (8 no.) recommended by its consultants as its select list for its Riada Playing Fields Pitches project.***

#### **409.15 DRUMAHEGLIS TOURISM DEVELOPMENT PROJECT – TENDER REPORT**

As members are aware tenders have been obtained from the contractors appointed by Council to its select list for this project which is primarily to be funded under RDP Axis 3.3 – encouragement of tourist activities. The tenders received were opened by the Committee Chair: Alderman Campbell, together with the Head of Amenities, on 23<sup>rd</sup> August 2013 and then passed to the Council's consultants for evaluation. The tenders received were as follows –

1) McLaughlin & Harvey	£657,700.00
2) TAL Limited	£596,000.00
3) Martin & Hamilton	£554,855.00
4) J S Dunlop Limited	£584,494.69
5) MSM Contracts	£584,596.66
6) Dixon Contractors	£569,100.00

Work has been undertaken to produce a bill of reductions which would apply equally to all six tenders received so satisfying RDP requirements and ensuring a better fit with the funding RDP allocated to the project. The tender evaluation report will be available for consideration by Committee. Members are reminded that (as agreed on 2<sup>nd</sup> September) Committee has Council powers to determine this business.

The Director circulated the undernoted additional information at the meeting -

Given the tenders received, work has now been completed on a 'bill of reductions'. In essence it is possible to remove £70,784.25 from each of the tenders received. This means that the adjusted tender figure in respect of the lowest tender received is £484,070.75.

**IT IS RECOMMENDED** that Committee (exercising Council powers) accept the tender from Martin & Hamilton Limited, Ballymena, in the adjusted tender amount of £484,070.75 and that the contract be let.

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

***that Committee accept the tender from Martin & Hamilton Limited, Ballymena in the adjusted tender amount of £484,070.75 and that the contract be let.***

#### **409.16 GLEBESIDE OUTDOOR RECREATIONAL FACILITIES PROJECT**

Following the Council's decision on 5<sup>th</sup> August, tenders were invited from the contractors comprising the select list, same to be returned on 6<sup>th</sup> September. The tenders received (5 no.) were opened by the Committee Chair: Alderman Campbell, together with the Head of Amenities, on 6<sup>th</sup> inst., and then passed to the

Council's consultants for evaluation. It is hoped that the tender evaluation report will be available for consideration by Committee.

**IT IS RECOMMENDED** that Committee receives the tender evaluation report and makes a recommendation to Council.

At the meeting the Director advised that work was on-going regarding the tenders received and that he hoped to be in a position to report on this matter at the next meeting of Council on 7<sup>th</sup> October.

#### **409.17 SPRINGWELL CUP: PRIMARY SCHOOL CROSS COUNTRY 2013**

A request has been received in the above regard. As was the case in 2012 **IT IS RECOMMENDED** that Council facilitate Springwell Running Club, permitting it to stage the Ballymoney leg of the competition at Riada Playing Fields on 23<sup>rd</sup> October 2013 and making the Stadium facilities available for the event's duration.

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

***to recommend that Council facilitate Springwell Running Club, permitting it to stage the Ballymoney leg of the competition at Riada Playing Fields on 23<sup>rd</sup> October 2013 and making the Stadium facilities available for the event's duration.***

#### **409.18 DREDGING AT DRUMAHEGLIS MARINA**

Members are aware that it is necessary to again undertake dredging work at Drumaheglis Marina. As Waterways Ireland have planned to do similar work at The Cutts the possibility of working together has been explored. It is suggested that the work at Drumaheglis could cost in the region of £60,000 and the best times of year to carry it out are either prior to Christmas or before April (2014). **IT IS RECOMMENDED** that Committee consider the matter and make recommendation to Council as to how it ought to proceed.

The Director responded to a query from Councillor Finlay regarding the difference between dredging and de-silting.

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

***to recommend that Council proceed with dredging at Drumaheglis Marina subject to its usual tendering requirements.***

#### **409.19 INCREASE – GAS PRICES**

**IT IS RECOMMENDED** that Council note that Firmus is increasing its gas prices by 14.4% from 1<sup>st</sup> October which will impact on the cost of running facilities such as Riada House and the Town Hall.

In response to a comment from Councillor Atkinson, the Director explained the remit of the Utility Regulator.

- \* **Alderman Kennedy left the meeting at 8.08pm during consideration of the above matter.**
- \* **Director of Borough Services left the meeting at 8.10pm.**
- \* **Councillor Atkinson left the meeting at 8.10pm.**
- \* **Director of Central and Leisure Services arrived at the meeting at 8.14pm.**

## **LEISURE SERVICES**

The Director of Central and Leisure Services advised she had one additional item for members' consideration.

Councillor Finlay advised he had an item for consideration, at the Chairs indulgence.

- \* **Councillor Atkinson re-joined the meeting at 8.17pm.**

### **409.20 REFURBISHMENT OF CHANGING ROOMS AND TOILETS PROJECT**

The Director advised the tender from TAL Limited in the amount of £333,000 accepted by Council on the 5<sup>th</sup> August 2013 included a cost of £21,327.20 for the refurbishment of the Disabled Changing Rooms and Staff facilities on the Pool Side. This work was not included in the initial estimate of costs.

The condition of the Disabled Changing Rooms and Staff facilities is not good and it would make economic sense to refurbish both these facilities at the same time as the main changing rooms.

Savings of £11,700 have been identified relating to the cost of lockers and mirrors and the tender price includes a general contingency of £10,000 which may not be required.

**IT IS RECOMMENDED**, for economic reasons that the refurbishment of the Disabled Changing Rooms & the Staff facilities on the Pool Side is carried out under the TAL contract.

The Chairman advised that he had a tour of the facilities and is happy to support the recommendation.

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

***to recommend to Council, for economic reasons, that the refurbishment of the Disabled Changing Rooms & the Staff facilities on the Pool Side is carried out under the TAL contract.***

### **409.21 JOEY DUNLOP LEISURE CENTRE PRICING POLICY 2013**

**IT IS RECOMMENDED** that in the current economic climate Council freeze the charges for the Joey Dunlop Leisure Centre and associated facilities at September 2013.

**IT IS FURTHER RECOMMENDED** that Council change the review date of the Pricing Policy of the Leisure Centre and associated facilities to 1<sup>st</sup> April to align with the other Councils in our cluster in preparation for the new council in April 2015.

It was proposed by Councillor Atkinson, seconded by Councillor McAfee and  
**AGREED:**

*to recommend that Council, in the current economic climate, freeze the charges for the Joey Dunlop Leisure Centre and associated facilities at September 2013 and that Council change the review date of the Pricing Policy of the Leisure Centre and associated facilities to 1<sup>st</sup> April to align with the other Councils in our cluster in preparation for the new council in April 2015.*

#### **409.22 ELECTRICITY AND GAS CONTRACTS FOR JOEY DUNLOP LEISURE CENTRE**

The current contracts for the supply of electricity and gas are due to expire in October 2013.

**IT IS RECOMMENDED** that Council note that arrangements are in place to procure these utilities at the most competitive price.

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

*to recommend that Council note that arrangements are in place to procure electricity and gas for the Leisure Centre at the most competitive price.*

#### **409.23 BALLYMONEY SPORTS ADVISORY COMMITTEE SPORTS AWARDS 2013**

A request has been received from the Chairman of Ballymoney Sports Advisory Committee seeking Council permission to apply for an occasional bar licence, as per previous years, for the 2013 Ballymoney Sports Awards to be held on Saturday 12<sup>th</sup> October 2013.

**IT IS RECOMMENDED** that permission is granted.

It was proposed by Councillor McAfee, seconded by Councillor Atkinson and  
**AGREED:**

*to recommend that Council grant permission to Ballymoney Sports Advisory Committee to apply for an occasional bar licence, as per previous years, for the 2013*

***Ballymoney Sports Awards to be held on Saturday 12<sup>th</sup> October 2013.***

**409.24 LEISURE SERVICES BUSINESS PLANS 2013/14**

The Director circulated Business Plans for Joey Dunlop Leisure Centre and Sports Development, Arts Services and Museum Services for the financial year 2013/14 (Appendix A).

**IT IS RECOMMENDED** that the 3 plans are approved.

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

***to recommend that Council approve the Business Plans for Joey Dunlop Leisure Centre and Sports Development, Arts Services and Museum Services for the financial year 2013/14, attached as Appendix A.***

Councillor Finlay stated he had received a letter from Visitors to Ballymoney congratulating Council on its Museum, the visitors were very impressed with the Museum and the Motorbike Exhibition.

**409.25 GOOD RELATIONS SUB-COMMITTEE**

The Director advised **IT IS RECOMMENDED** that Council consider re-appointing the Good Relations Sub-committee.

In 2012/13 the Sub-committee was made up of 9 members – 4 DUP, 2SF, 1 SDLP, 1 UUP, 1 TUV plus the Mayor and Deputy Mayor as ex officio members.

While Council has not yet received its offer of grant from OFMDFM for 2013/14, the Good Relations Officer has been delivering the 2013/14 Action Plan.

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

***to recommend that Council re-appoint the Good Relation Sub-committee made up of 9 members 4 DUP, 2SF, 1 SDLP, 1 UUP, 1 TUV plus the Mayor and Deputy Mayor as ex officio members.***

DUP members were confirmed as Councillor Robinson, Alderman Cousley, Councillor Atkinson and Alderman Campbell.

**409.26 GOOD RELATIONS GRANTS**

The following applications for grants were considered–

- (i) Apprentice Boys of Derry Campsie Club Rasharkin Branch for assistance towards a Cultural & Historical Event.



- (ii) Castle Community Association for assistance towards a Christmas Senior Citizens Event.
- (iii) Carnany Community Association for assistance towards a Mature Citizens Christmas Event.
- (iv) Cloughmills Boys & Girls Football Club for assistance towards a Cross Community Concert.

All four applications meet the criteria of the Small Grants Scheme.

**IT IS RECOMMENDED** that the above 4 groups are awarded £350.00 each.

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

*to recommend that Council grant £350 each to:*

- (i) Apprentice Boys of Derry Campsie Club Rasharkin Branch for assistance towards a Cultural & Historical Event;*
- (ii) Castle Community Association for assistance towards a Christmas Senior Citizens Event;*
- (iii) Carnany Community Association for assistance towards a Mature Citizens Christmas Event;*
- (iv) Cloughmills Boys & Girls Football Club for assistance towards a Cross Community Concert.*

#### **409.27 PEACE III COHESION PROJECT**

The Director advised that a 3 month extension, to 31<sup>st</sup> December 2013, for the Cohesion Project has been requested as the budget allocation, will not be expended by 30<sup>th</sup> September 2013.

**IT IS RECOMMENDED** that Council approve the extension to the Cohesion Project to 31<sup>st</sup> December 2013.

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

*to recommend that Council approve the extension to the Cohesion Project to 31<sup>st</sup> December 2013.*

#### **409.28 REQUEST FOR FINANCIAL ASSISTANCE**

##### **28.1 Ulster Irish Dancing Championships 2013**

The Director advised that the Secretary of the Festival Dance Teachers Association has written to Council seeking sponsorship for 1 of 14 cups for 1<sup>st</sup> place awards for each of the 14 solo competitions in the Ulster Irish Dancing Championships 2013. The cost of the cup is £130.00.

Committee is requested to consider sponsoring a cup.

The Director responded to member queries, committee considered the following request additionally.

## 28.2 Ulster Youth Choir

The Director advised the Ulster Youth Choir has written to Council advising that a student from the council area was successful in gaining a place in the Ulster Youth Choir for the 2013 training and concert season. While students pay a fee for their place this is subsidised by the Ulster Youth Choir by fundraising and sponsorship from outside organisations. The Ulster Youth Choir is offering the Council the opportunity to support the Ulster Youth Choir.

Committee is requested to consider financially supporting the choir.

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

***to recommend that Council do not support the Ulster Irish Dancing Championship 2013 nor the Ulster Youth Choir as no budgetary provision has been made for these events and Council regret they are not able to support them at this time.***

## 409.29 NORTH WEST 200

The Event Director of the North West 200, Mervyn Whyte MBE, has written to Council expressing thanks for the support and race sponsorship for this year's event. He advises that overall it was a tremendous festival week of events and Thursday evening racing despite the appalling weather on Saturday that caused racing to be abandoned.

The NI Executive has approved the first stage of the request for flexible road closing which is now out to public consultation. Committee is requested to respond to the consultation.

The consultation document can be accessed at <http://www.drdni.gov.uk/publicatons>.

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

***to recommend that Council support flexible road closing.***

## 409.30 CAUSEWAY COAST & GLENS COMMUNITY DEVELOPMENT SUPPORT FRAMEWORK

The Director advised the four Councils within the Causeway Cluster are working together to develop a Framework and Action Plan for the Provision of Community Development Support by the new Council in 2015 and beyond.

A draft Community Development & Support Framework together with an Executive Summary was circulated.

An information meeting for councillors from the four council areas has been organised for Wednesday 18<sup>th</sup> September 2013 at 7.00pm in the offices of Moyle District Council, Shesburn House, Mary Street, Ballycastle.

A separate letter has been issued to councillors giving details of the meeting.

The next steps are to draw up a common policy for providing grant aid to community groups and to develop a joint strategy and action plan.

Councillor Finlay expressed his concern that the meeting has been organised on an evening that there was a committee meeting.

#### **409.31 CAUSEWAY CITIZENS ADVICE BUREAU AGM**

The Director advised the Annual General Meeting of the Causeway Citizens Advice Bureau is being held on Friday 27<sup>th</sup> September 2013 at 1.00pm in Portstewart Town Hall.

An invitation has been extended to all councillors.

Councillor Atkinson expressed an interest in attending the event, Councillor Robinson gave her apologies as she would be unable to attend.

#### **409.32 INFORMATION SEMINAR ON WELFARE REFORM**

The Director advised that an information Seminar on Welfare Reform is being held on Thursday 3<sup>rd</sup> October 2013 at 3.30pm in Coleraine Borough Council offices, Cloonavin, 66 Portstewart Road, Coleraine for all councillors from the Causeway Coast & Glens cluster. Information will be presented by staff from the Social Security Agency.

A separate letter has been issued to all councillors giving details of the seminar. Please respond to Coleraine Borough Council if you wish to attend.

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

***to recommend that Council note the information Seminar on Welfare Reform on Thursday 3<sup>rd</sup> October 2013 at 3.30pm in Coleraine Borough Council offices, Cloonavin, 66 Portstewart Road, Coleraine.***

#### **409.33 REQUEST FOR FINANCIAL ASSISTANCE – MARY PETERS TRUST**

The Director has received correspondence requesting financial support from Mary Peters Trust. The Trust is the only Province-wide organisation which can assess sporting need and provide help to individuals from all recognised sports. There are twelve young people from the Ballymoney area whom the Trust has recognised.

The Director advised that last year committee had granted The Mary Peters Trust £200.

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

***to recommend that Council grant £200 to the Mary Peters Trust.***

**409.34 CHANGING FACILITIES FOR ASTROTRUF PITCH**

Councillor Finlay requested that the Director look at the temporary changing facilities at Riada Stadium which have fallen into disrepair, and obtain a costing to bring them back into operation for use by Hockey Teams who currently have no changing facilities.

The Director shall bring a report back to committee.

**This being all the business the meeting closed at 9.30pm.**

**Appendix A:** Business Plans for Joey Dunlop Leisure Centre and Sports Development, Arts Services and Museum Services for the financial year 2013/14

**Draft -Arts Business Plan 2013-14**

Vision for 2013-14	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>• Provide opportunities for people to enjoy or take part in the arts by continuing to offer a high quality programme of arts events and activities. This will include the following: courses and events for children; adult courses and workshops; music, drama, dance, language, literature and local history.</li> <li>• Develop new audiences for the arts through innovative programming and targeted events.</li> <li>• Promote a diverse programme of local artistic work which meets the objectives set out in the Council's Temporary Exhibition policy. This includes fine arts, painting, historic art, contemporary art, printmaking, craft &amp; photography.</li> <li>• Market and promote the arts and cultural programme.</li> <li>• Support 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.</li> <li>• Work in partnership with neighbouring councils and the University of Ulster through Causeway Coast Arts to promote the arts in the North Coast Area.</li> <li>• Maximise opportunities to increase arts activities.</li> </ul>
Staff / Staff Development	
External Liaison	<ul style="list-style-type: none"> <li>• Arts and Cultural sub group LGR CC&amp;G Council Cluster</li> <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 Arts</li> </ul>
Resource Management	<ul style="list-style-type: none"> <li>• Manage effectively budgets for 2013-14</li> <li>Expenditure Budget for 2013-14 £104,145.50</li> <li>Staffing – Cultural Services Manager</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 5%.
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**Draft -Museum Business Plan 2013-14**

<b>SECTION</b>	<b>TASKS</b>
<b>Vision for 2013-2014</b>	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.
<b>Business Development</b>	<ul style="list-style-type: none"> <li>• Develop and deliver interpretative panel for the Town Hall rooms and corridor.</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.</li> <li>• Develop anniversary projects to commemorate e.g. WWI, Gaelic Athletic Association and Ballymoney Home Rule demonstration.</li> <li>• Revise and expand the content of the current permanent exhibition display.</li> <li>• Develop and deliver a programme of events and activities that will support the exhibition programme.</li> <li>• Maximise opportunities to develop the exhibition programme available through the Peace III Cultural Fusions Programme.</li> <li>• Preliminary development and promotion of the forthcoming multi-national Family History Conference, scheduled for September 2014.</li> <li>• Upgrade the resources available to the public for family history research.</li> <li>• Continue to develop a programme of events and activities that provide access to the collection and links to the NI curriculum.</li> <li>• Develop a series of curricular aids with a local focus that can be supplied to schools on various subjects.</li> <li>• Compile the content for a publication of photographs in partnership with Impact Printing; host the book launch in autumn 2013.</li> <li>• Host the launch of forthcoming book on the history of Corfield camera factory.</li> <li>• Review the Museum Marketing Plan.</li> <li>• Maintain good collection care and implement archive storage programme.</li> <li>• Maximise opportunities available through the Northern Ireland Museums Council's Collection Skills Initiative, Museum Bursary Placement Scheme.</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 e.g. publishing articles, attending conferences.</li> </ul>
<b>Staff Development</b>	<ul style="list-style-type: none"> <li>• Specialised Museum Training i.e. introduction to new Modes museum catalogue software.</li> </ul>
<b>External Liaison</b>	<ul style="list-style-type: none"> <li>• Arts and Cultural sub group LGR CC&amp;G Cluster councils</li> <li>• Ballymoney Borough Arts Committee</li> <li>• Ballymena Museum</li> <li>• BBC Sport NI</li> <li>• Causeway Coast &amp; Glens Tourism</li> <li>• Causeway Museums Service</li> <li>• Department of Culture &amp; Leisure NI</li> <li>• Gaelic Athletic Association and local clubs</li> <li>• Irish Museums Association</li> <li>• ITV</li> <li>• Libraries NI</li> <li>• Manx National Heritage, Isle of Man</li> <li>• National Museum of Northern Ireland</li> <li>• NI Family History Society</li> <li>• Northern Ireland Museums Council</li> <li>• Northern Regional College</li> <li>• University of Ulster</li> <li>• Potchefstroom Museum, South Africa</li> </ul>

	<ul style="list-style-type: none"> <li>• PRONI &amp; GRO</li> <li>• Queen's University Belfast</li> <li>• Ulster Historical Foundation</li> <li>• Ullans &amp; Ulster Scots Agency</li> </ul>
<b>Resource Management</b>	<ul style="list-style-type: none"> <li>• Manage effectively budgets for 2013-14</li> <li>• Expenditure Budget for 2013-14 £125,417.50</li> <li>• 2 x Full time Staffing – Museum Manager &amp; Museum Officer</li> <li>• 2 x Student and bursary work experience Museum staff</li> </ul>
<b>External Standards</b>	<ul style="list-style-type: none"> <li>• Maintain accreditation under the current Accreditation Scheme</li> </ul>
<b>Results</b>	<ul style="list-style-type: none"> <li>• Increase museum visitor figures by 5%.</li> </ul>



## Draft Leisure Services Business Plan for 2013/2014

## Leisure Management incorporating Joey Dunlop Leisure Centre and Sports

## Development Unit

Vision for 2013-14	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Leisure centre and vending income to achieve projected budget £575k (net).</li> <li>• Leisure centre participation to be over 380k per year</li> <li>• Implement the Sports Development Units plans including elements of community sport</li> <li>• Deliver Active Communities programme in accordance with agreed KPI'S</li> <li>• Deliver an Physical Activity referral programme through Northern Partnership of Physical Activity when funds have been made available</li> <li>• Continue to improve energy efficiency and reduce the carbon foot print of JDLC</li> <li>• Continue with the Causeway coach education programme when funds are available</li> <li>• Continue to review the manpower plan for indoor leisure in light of vacant posts and being mindful of the need to achieve savings and efficiency while not dropping the quality of service</li> <li>• To work collaboratively with neighbouring Councils through ICE and CLOA to deliver on efficiencies and savings for Indoor Leisure.</li> <li>• To implement if possible online computer bookings for swimming lessons and courses if funding comes available</li> <li>• Implement the restaurant report as adopted by Council 2012</li> <li>• Implement the Leisure Centre Staffing review adopted by Council 2012.</li> <li>• Further redevelop the dance studio with air conditioning units and lighting scheme.</li> <li>• Refurbishment of pool hall wet changing and subsequent toilets and staff changing rooms September- December 2013</li> <li>• Carry out swimming pool maintenance during December 2013.</li> </ul>
Business Development	<p><b>The delivery of the following;</b></p> <ol style="list-style-type: none"> <li><b>1. Further develop the GP Referral Programme and the Cardio Rehab IV for JDLC</b></li> <li><b>2. Continue to deliver an Active Aging programme</b></li> </ol>

	<ol style="list-style-type: none"> <li>3. <b>Sports Development to run four sections of Wildcats Activ8 club</b></li> <li>4. <b>Review Normal Operating Procedure for JDLC and Sports Development</b></li> <li>5. Review and update JDLC and Sports Development Risk Assessments</li> <li>6. Promotion and Development of Tennis through partnership of JDLC and Sports Development</li> <li>7. Promotion and delivery of Cage Sport throughout the Borough</li> <li>8. Implementation of a Sports Development Unit coach delivery programme for all activities.</li> <li>9. Development of Web Site for JDLC and Sports Development Unit if funding and training is made available</li> <li>10. Continue a programme of controls, logging and water testing in JDLC to reduce the risk of Legionella.</li> <li>11. Purchase Gas and Electricity for JDLC at the most cost effective price available.</li> <li>12. Introduce a spinning exercise programme to generate further revenue</li> </ol>
Staff / Staff Development	<ul style="list-style-type: none"> <li>• Healthy Living and Sport sub group LGR CC&amp;G Cluster Councils.</li> <li>• Implement where appropriate the CIMSPA Integrated Management system with regard to written procedures</li> <li>• Additional ongoing training and guidance for lead attendants in leadership and operational procedures.</li> <li>• Ongoing training for <u>all</u> lifeguard staff in life saving and First Aid to meet Health &amp; Safety Standards (lifeguarding 8<sup>th</sup> edition and St John Ambulance first aid qualification renewed every two years).</li> <li>• Ensure Health and Fitness Club staff, continue their Continued Professional Developments with the Register of Exercise Professionals and if possible achieve a minimum reps level 3 or above.</li> <li>• Maintain Leisure watch training for 80% of all Leisure services staff. (Child Protection training)</li> <li>• Active Communities coaches to update and gain new coaching qualification relevant to their post.</li> <li>• Encourage Lead attendants and above to maintain their CIMSPA CPD accreditation.</li> <li>• Train and appoint on an on call basis a staff member in pool/spa water backwash routines and minor maintenance procedures as cover for Centre Maintenance Officer</li> <li>• Provide additional staff training with Basic Food Hygiene award for restaurant cover.</li> </ul>
External Liaison	<ul style="list-style-type: none"> <li>• Chief Leisure Officers Association</li> <li>• Chartered Institute for the <b>M</b>anagement of <b>S</b>port and <b>P</b>hysical <b>A</b>ctivity</li> <li>• Northern Partnership for Physical Activity.</li> </ul>

	<ul style="list-style-type: none"> <li>• Sport North East (or its new alternative)</li> <li>• Ballymoney Sport Advisory Committee.</li> <li>• Pulse fitness.</li> <li>• Coleraine, Limavady and Moyle Borough Council Sports Development Unit</li> <li>• Sport Northern Ireland</li> <li>• N.E.E.L.B and School PE Departments</li> <li>• Northern Health Trust, Health Promotion Service.</li> <li>• Good Relations- Summer activity Schemes.</li> <li>• Community Associations and Sports Clubs</li> <li>• SkillsActive</li> <li>• Northern Investing For Health Partnership</li> <li>• RPA Transition steering group with Causeway coast and Glens Council cluster or its successor</li> <li>• 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.</li> </ul>
Resource Management	<p>Expenditure budget for 20013/14</p> <p>JDLC £1,477,965 &amp; Sports Development £108,360</p> <p><u>Staffing:</u></p> <p>1 Head of Leisure Services  1 Centre Manager  2 Centre Supervisors  1 Business Support Manger  7 Business Support Officers 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 (under review)  4 Cleaners  1 Centre Maintenance Officer  5 Lead Attendants  1 Sports Development Officer (vacant)  1 Community Sports Development Officer  1.5 Active Communities coaches  7 Summer scheme staff  15 Sports Coaches</p> <p>External Consultants staffing review to be implemented as adopted by council 2012</p>
Resource Management	
External Standards	<ul style="list-style-type: none"> <li>• To monitor performance with RPA Cluster Councils or ICE programme as part of LGR</li> </ul>
Results	<ul style="list-style-type: none"> <li>• Deliver on Agreed Budgets with regard to expenditure and income</li> <li>• Control and reduce absenteeism for indoor leisure</li> <li>• Continue to compete against the performance of other leisure centres as required by Performance Indicators produced by</li> </ul>

	<p>the DOE.</p> <ul style="list-style-type: none"><li>• To remain an approved IQL lifeguard training centre (reviewed annually).</li><li>• To Deliver 80% of all proposed Sports Development Unit and Active Communities Programmes</li></ul>
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