

BALLYMONEY BOROUGH COUNCIL**Table of Contents**

398.1	Declarations of Interest	<i>Nil.</i>
398.2	Minutes 2.1 Meeting No 396 – 19 th June 2012 2.2 Meeting No 397 – 2 nd July 2012	<i>Approved. Approved.</i>
AMENITIES		
398.3	Ballymoney RDP Project	<i>Council to insure & maintain MUGA; with the facility to be managed under lease in conjunction with the adjoining community centre.</i>
398.4	Dervock Community Facilities Project	<i>Tender project on receipt of RDP letter of offer.</i>
398.5	Cloughmills Bio Park Project	<i>Tender project & finance scheme as outlined.</i>
398.6	Drumaheglis Multi-Purpose Building & Access improvement Scheme	<i>Tender project.</i>
398.7	RDP Project Update – [1] Dervock Riverside Park & [2] Drumbolcan Park, Rasharkin	<i>Note planning applications submitted & Council to insure & maintain facilities.</i>
398.8	Drumaheglis Tourism Development Project	<i>Note Planning Approval obtained.</i>
398.9	Drumaheglis Marina & Caravan Park	<i>Note AA 5 Pennant Classification retained.</i>
398.10	Proposed Housing Development at Carnany Lower	<i>Agree in principle with Director to explore further.</i>
398.11	“Seward” Memorial	<i>Accept generous offer and waive fee.</i>
398.12	Springwell Running Club Correspondence	<i>Agree in principle to support & budget £5,000 in 2013/14.</i>
398.13	Ballymoney Cemetery Memorial	<i>Grant Permission.</i>

	(398.14 - 398.16 For information)	
398.14	Active Travel Demonstration Project Funding Application	<i>Information.</i>
398.15	Wi-Fi Improvements	<i>Information.</i>
398.16	Riverside Park, Ballymoney	<i>Information.</i>
398.17	Ballymoney Connect2 Bridge	<i>Agree that Connect2 bridge be named "Jubilee Bridge" and write to DRD Minister & Translink with support of Lord Lieutenant.</i>

LEISURE SERVICES

398.18	Good Relations Councillors' Sub-Committee	<i>Re-establish and retain 9 member representation.</i>
398.19	Good Relations Grants	<i>Grant 3 No applications £350 each.</i>
398.20	Armoy Motorcycle Road Racing Club (AMRRC)	<i>Information.</i>
398.21	Leisure Services Business Plans 2012-13	<i>Approved.</i>

**Council Meeting 965 – 6th August 2012
Leisure & Amenities Report**

Amenities

965.7 Amenities

7.1 Ballymoney Cemetery Memorials

Permission granted

7.2 BBC The Travelling Picture Show

Note & publicise event

Leisure Services

7.3 Good Relations Grants

Award £350 to 10 applicants

Consultation Committee 76 – 20th August 2012

76.6 6.1 Leisure & Amenities Report
Drumaheglis Projects

Applications be invited for inclusion on select list of contractors

**Council Meeting 967 – 3rd September 2012
Leisure & Amenities Report**

967.6 Amenities

6.1 Ballymoney Connect2 Project: Official Opening Event

Wed 7th November at 11am.

6.2 Vote for Carnary Play Area in the “Flora” Promotion

www.flora.com/playground.

6.3 Dervock RDP Project

Endorse project action plan.

6.4 Rasharkin RDP Project

Approve further

6.5 Fencing Contract

development.

6.6 BBC Travelling Picture Show

Note.

6.7 Ballymoney Cemetery Memorials

Note.

Leisure Services

Permission granted.

6.8 Community Relations Grants

Grant 3 groups £350 each.

6.9 Ballymoney Sports Advisory Committee Sports Awards 2012

Permission occasional bar licence granted.

LAC Report Adopted.

BALLYMONEY BOROUGH COUNCIL

Minutes of Leisure & Amenities Committee Meeting No 398, held in the Council Chamber, Riada House, Ballymoney on Tuesday 18th September 2012 at 6.30pm

IN THE CHAIR Alderman F Campbell

PRESENT

Aldermen
C Cousley, MBE

Councillors
R Halliday
C McLaughlin
E Robinson, Mayor
I Stevenson

APOLOGIES:

Alderman H Connolly
J Atkinson
A Cavlan
J Finlay
P McGuigan
T McKeown
M Storey, MLA

IN ATTENDANCE

Director of Borough Services
Director Central & Leisure Services
Committee Clerk

398.1 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

398.2 MINUTES**2.1 Meeting No 396 – 19th June 2012**

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

to recommend that the Minutes of LAC Meeting No 396 – 19th June 2012, as circulated, be approved.

2.2 Meeting No 397 – 2nd July 2012

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

to recommend that the Minutes of LAC Meeting No 397 – 2nd July 2012, as circulated, be approved.

For completeness of the record a summary of committee items dealt with by Council during summer recess circulated.

AMENITIES

398.3 BALLYBOGEY RDP PROJECT

The Director stated that this business was before Committee primarily in order to address matters raised by the funder – RDP. He intimated that RDP were seeking an assurance from Council that it would both insure and maintain the proposed facility. He also advised that it was necessary for Council to consider how the facility would be managed when provided and intimated that given the policy in respect of community centres it was probably best that at Ballybogey the new MUGA would be managed in the same way as the adjoining community centre and that the lease therefore be amended accordingly. He further advised that a meeting had been arranged with community representatives to discuss this and another matter.

* **Alderman C Cousley, MBE, arrived at the meeting at 6.40pm.**

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

to recommend that Council both insure and maintain the proposed MUGA and that the facility also be managed by the legal entity with responsibility for Ballybogey Community Centre, the lease being amended as required.

398.4 DERVOCK COMMUNITY FACILITIES PROJECT

As members are aware the above scheme has received planning approval and Council has also appointed a contractor select list.

IT IS RECOMMENDED that the project now be tendered.

The Director then outlined proposals put in respect of the William Pinkerton Primary School to the NEELB with the school's backing to work in partnership which the meeting both welcomed and endorsed.

He advised members that despite having been informed that the Council's funding application to RDP had been successful the letter of offer was still to be received and explained how this impacted on the tendering process.

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

to recommend that the Dervock Community Facilities Project now be tendered.

398.5 CLOUGHMILLS BIO PARK PROJECT

The above scheme, as members are aware has received planning approval and Council has also appointed a contractor select list. £55,230 has been secured under the DARD Rural Development Programme and the scheme proposals refined.

IT IS RECOMMENDED that Council now both approve and tender the project.

* **Councillor Robinson, Mayor, left the meeting at 7.01pm and returned at 7.06pm.**

The Director outlined the proposed work whilst members had opportunity to examine the scheme plans. He also referred to the work being carried out by C.A.T. at the site [which was well underway] to deliver the next phase of the Cloughmills Incredible Edible project which was funded by the by BIG Lottery. The Director then advised as to the potential funding streams available for this phase of the development of the Council's Old Mill Site, namely RDP funding [£55,230], sale of land [£51,619] and proposed to Committee that the funding provision of £100,000 over 10 years put in the budget in 2010/11 now be reconsidered, applied to this project and were the loan term to be extended to 20 years this would net £162,000 for the same annual repayment amount. In response to Councillor Robinson the Director indicated that the estimate for the scheme was £210,000, explaining the reasons for this.

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

to recommend that Council now both approve and tender the Cloughmills Bio Park project and finance the scheme as outlined [including increasing the term of the proposed loan of £100,000 provided for in 2010/11 to 20 years].

Councillor McLaughlin welcomed the investment to be made in Cloughmills and praised the work of the Cloughmills Action Team. Councillor Stevenson endorsed Councillor McLaughlin's comments.

398.6 DRUMAHEGLIS MULTI PURPOSE BUILDING & ACCESS IMPROVEMENT SCHEME

Members are asked to note that both funding from INTERREG and NITB has now been secured totalling £493,614 which will, once a contractor select list has been determined, enable the scheme to be commenced.

IT IS RECOMMENDED that Council tender the project.

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

to recommend that Council tender the Drumaheglis Multi-purpose Building & Access Improvement Scheme.

398.7 RDP PROJECT UPDATE

IT IS RECOMMENDED that members note that planning applications have now been submitted in respect of both 1) Dervock Riverside Park Project and 2) Rasharkin Drumbolcan Park Project. Planning Service has been made aware of the Council's applications for funding to RDP and requested to streamline both applications. The respective scheme drawings were circulated.

The Director advised members that as with the other RDP grant assisted schemes it was necessary for Council to commit to both insure and maintain the facilities to be provided. He also drew attention to the fact that in order to assist with the funding requirements that St Mary's GAA, Rasharkin Women's Group and Rasharkin

Community Association had committed to raising £5,000 so that the funding pot under this RDP measure could be maximised.

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

to recommend that Council note that planning applications have now been submitted in respect of both the Dervock Riverside Park Project and Rasharkin Drumbolcan Park Project and that Council would both insure and maintain the proposed facilities.

398.8 DRUMAHEGLIS TOURISM DEVELOPMENT PROJECT

IT IS RECOMMENDED that Council note that Planning Approval has been obtained for this project.

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

to recommend that Council note that Planning Approval had been obtained for this project.

398.9 DRUMAHEGLIS MARINA & CARAVAN PARK

IT IS RECOMMENDED that Council note following receipt of the AA Inspection Report 2012 re Camping & Caravan Parks, I am pleased to advise that the AA classification remains at 5 Pennant with a quality score of 78%.

* **Councillor Robinson left the meeting at 7.30pm.**

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

to recommend that Council note the AA classification for Drumaheglis Marina and Caravan Park remains at 5 Pennant..

398.10 PROPOSED HOUSING DEVELOPMENT AT CARNANY LOWER

It is understood that when Planning Service approved a substantial housing development (some 90 units) off Ballymena Road at Carnany Lower, same was conditional on the developer providing a link to the open space adjacent which is Council owned property. An approach has now been received concerning this matter from the developer's agent.

IT IS RECOMMENDED that Committee consider this matter.

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

to recommend that Council agree in principle to the request and authorize the Director to further explore the matter and bring a report back to a future meeting.

398.11 “SEWARD” MEMORIAL

An approach has been received from a local firm offering to provide an “all polished black granite marker” to identify the grave at Ballymoney Cemetery where Wilfred and Lylla Seward are interred.

IT IS RECOMMENDED that Council accept the generous offer made and waive the usual fee in this particular instance.

It was proposed by Alderman Kennedy, seconded by Alderman Couelsey and
AGREED:

to recommend that Council accept the offer of an all polished black granite marker to identify the grave of Wilfred and Lylla Seward at Ballymoney Cemetery and to waive the fee.

398.12 SPRINGWELL RUNNING CLUB CORRESPONDENCE

The above club has written to the Mayor indicating that following the success of the recent KK McArthur Festival of Running, the organising committee has decided to apply to host the Northern Ireland Half Marathon Championships as part of the 2013 festival and making reference to certain facilities being provided within reasonable distance of the start/finish.

IT IS RECOMMENDED that the Committee consider the correspondence.

The Director reminded members that presently it was difficult to say at what stage the Council’s proposals for the development of the Dervock Recreation Grounds would be at when the race contemplated was to be held in 2013 and as such it would be prudent to make financial provision for temporary facilities of the type sought [toilets and showers] and that were the budget of £5,000 allocated this year to be retained for 2013/14 the organizing committee could then be advised as to the maximum funding available.

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

to recommend that Council agree, in principle, to support Springwell Running Club with their application to host the Northern Ireland Half Marathon Championships and make provision for temporary facilities within a reasonable distance of the start/finish by allocating a budget of £5,000 in 2013/14.

398.13 BALLYMONEY CEMETERY MEMORIAL

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

Section 8 No. 78

Black Granite Headstone and Base

IT IS RECOMMENDED that Council grant permission for the above memorial to be erected in Ballymoney Cemetery, subject to usual requirements.

It was proposed by Councillor Halliday, seconded by Alderman Cousley and

AGREED:

to recommend that Council grant permission for the above memorial to be erected in Ballymoney Cemetery, subject to usual requirements.

398.14 ACTIVE TRAVEL DEMONSTRATION PROJECT FUNDING APPLICATION

At the Committee's meeting on 19th June 2012 members were advised that a joint funding bid proposal (Ballymoney & Coleraine) for capital funding of £1,140,784, with the Ballymoney element to cost £735,913 was submitted under the scheme by the 18th May deadline. DRD advised on 3rd August that the Council's bid had been unsuccessful. It is understood that the bulk of the 2012 funding pot is to go to projects in both Belfast and Londonderry. Insofar as all the hard work put in by officers is concerned, all is not in vain, in that Roads Service will provide improvements on 'route 2': Armour Avenue to Bravallen Road via Rodeing Foot, Meetinghouse Street, Castle Street and Gate End.

Councillor Stevenson welcomed the additional work to be undertaken by Roads Service.

398.15 WI-FI IMPROVEMENTS

Council is advised that as a result of getting BT Infinity at Drumaheglis Marina & Caravan Park this has significantly improved Wi-Fi access.

It is also the case that a public Wi-Fi point has been installed at Ballymoney Town Hall, something which users groups have been asking for.

398.16 RIVERSIDE PARK, BALLYMONEY

Members are asked to note that specialist services have been used at the Council's Riverside Park to deal with mature trees bounding adjacent private property (dwellings). Similar work is presently under investigation in relation to the Council's Corkey South recreational area as regards trees which run alongside the Corkey Road

398.17 BALLYMONEY CONNECT2 BRIDGE

Councillor Stevenson referred to the official opening of the Ballymoney Connect2 Bridge which is due to take place in November and advised that he would like Council to make formal representations to DRD and Translink to have the bridge named. Given that this was the year of the Queen's Jubilee he suggested the name "Jubilee Bridge" and that the assistance of Lord Lieutenant for Council Antrim also be sought.

It was proposed by Councillor Stevenson seconded by Alderman Kennedy and
AGREED:

to recommend that Council agree that the Connect2 bridge be named "Jubilee Bridge" and that it make formal representations to both the DRD Minister and Translink and elicit the support of the Lord Lieutenant for County Antrim in the matter.

- * Director Borough Services left the meeting at 8.00pm.
- * Director of Central and Leisure Services arrived at the meeting at 8.00pm.

LEISURE SERVICES

398.18 GOOD RELATIONS COUNCILLORS SUB COMMITTEE

The Director advised that in the Councils current Good Relations Action Plan there is the action to continue with the Councillors Sub-Committee to consider and advise on various good relations projects. In 2011/12 the Sub-Committee was made up of 9 members 4 DUP, 2 SF, 1 UUP, 1 SDLP and 1 TUV. Committee is requested to consider re-establishing the Good Relations Sub-Committee and advise on a suitable day and time to meet.

While the offer of grant for 2012/13 has not yet been received from OFMDFM, the Good Relations Officer has been delivering the Action Plan. Indications from OFMDFM are that the letter of offer will be issued soon.

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

to recommend that Council re-establish the Good Relations Councillors Sub-Committee.

A discussion ensued on the make-up of the sub-committee and its representations.

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

to recommend that Council retain 9 member representations of, 4 DUP, 2 SF, 1 UUP, 1 SDLP and 1 TUV, meeting on the second Tuesday of the month at 7pm.

The Director advised DUP nominations may be made at the Council meeting in October.

398.19 GOOD RELATIONS GRANTS

The following applications for grants were considered:

- (i) Stranocum Community Association for assistance towards a Cross Community Event.
- (ii) Stranocum Community Association for assistance towards a Senior Citizens Cultural Event.

- (iii) Cloughmills Community Action Team for assistance towards a Cloughmills Children Stay Awake Event.

All 3 applications meet the criteria of the Small Grants Scheme.

IT IS RECOMMENDED that the 3 groups are granted £350.00 each.

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

to recommend that Council grant £350 each to (i) Stranocum Community Association for assistance towards a Cross Community Event, (ii) Stranocum Community Association for assistance towards a Senior Citizens Cultural Event and (iii) Cloughmills Community Action Team for assistance towards a Cloughmills Children Stay Awake Event.

398.20 ARMOY MOTORCYCLE ROAD RACING CLUB (AMRRC)

The Director advised that the Clerk of the Course of AMRRC has written to the Council thanking it for its Sponsorship of the 2012 Race and advising of the very successful event.

398.21 LEISURE SERVICES BUSINESS PLANS 2012-13

The Director circulated Leisure Services Business Plans for 2012/13 including Leisure Management incorporating Joey Dunlop Leisure Centre and Sports Development Unit, Museum Business Plan and Arts Business Plan.

The Director drew members' attention to the imminent tendering for the electricity supply for the Joey Dunlop Leisure Centre from the 1st October 2012 for one year. The Director shall bring a further report back to committee.

- * **Councillor Stevenson left the meeting at 8.45pm during consideration of the above matter.**

Alderman Kennedy requested a review of the Annual Mayors Show. He would like the whole event (entertainment and music) to be kept at Joey Dunlop Leisure Centre where both families and older generations can be catered for, rather than providing the entertainment in the town centre. He queried the impact of the event on trade in the town centre.

The Director shall place the item on the Agenda for next months' meeting and will provide information on breakdown of cost and number of exhibits.

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

to recommend that Council approve the Leisure Services Business Plans 2012-13 attached as Appendix A.

This being all the business the meeting closed at 8.55pm.

Appendix A: Leisure Services Business Plans 2012-13.

Leisure Services Business Plan for 2012/2013

Leisure Management incorporating Joey Dunlop Leisure Centre and Sports Development

Unit

<p>Vision for 2012-13</p>	<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 £630k (net). • Leisure centre participation to be over 380k per year • Within the increasing constraints of reduced expenditure levels provide a well run and efficient catering operation whilst reviewing the operation. • Implement the Sports Development Units plans including elements of community sport • Deliver Active Communities programme in accordance with agreed KPI'S • 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 the Causeway coach education programme when funds are available • 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 • To work collaboratively with neighbouring Councils through ICE and CLOA to deliver on efficiencies and savings for Indoor Leisure. • To implement online bookings for swimming lessons and courses. • Introduce a Wi-Fi hotspot in public area, eg. Conservatory restaurant.
<p>Business Development</p>	<p>The delivery of the following;</p> <ol style="list-style-type: none"> 1. Further develop the GP referral Programme and the Cardio rehab IV for JDLC 2. Continue to deliver an Active Ageing programme 3. Sports Development to run four sections of Wildcats Activ8 club 4. Review Normal Operating Procedure for JDLC and Sports Development 5. Review and update JDLC and Sports Development Risk Assessments 6. Promotion and Development of Tennis through partnership of JDLC and Sports Development 7. Implementation of a Sports Development Unit coach delivery programme for all activities 8. Development of Web Site for JDLC and Sports Development Unit if funding and training is made available 9. Continue a programme of controls, logging and water testing

	<p>in JDLC to reduce the risk of Legionella.</p> <p>10. Purchase Electricity for JDLC at the most cost effective price available.</p>
Staff / Staff Development	<ul style="list-style-type: none"> • Implement where appropriate the CIMSPA Integrated Management system with regard to written procedures • Additional ongoing training and guidance for lead attendants in leadership and operational procedures. • Ongoing training for <u>all</u> lifeguard staff in life saving and First Aid to meet Health & Safety Standards (lifeguarding 8th edition and St John Ambulance first aid qualification renewed ever two years). • Ensure Health and Fitness Club staff, continue their Continued Professional Developments with the Register of Exercise Professionals. • Maintain Leisure watch training for 80% of all Leisure services staff. (Child Protection training) • Active Communities coaches to be given relevant training for their post • Encourage Lead attendants and above to maintain their CIMSPA CPD accreditation.
External Liaison	<ul style="list-style-type: none"> • Chief Leisure Officers Association • Chartered Institute for the Management of Sport and Physical Activity • 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 or its successor • 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	Expenditure budget for 20012/13

Resource Management	<p>JDLC £1,352,751 Sports Development £97,359</p> <p><u>Staffing:</u></p> <p>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 2 Active Communities coaches F/T, P/T 7 Summer scheme staff 15 Sports Coaches</p> <p>Staffing review of Assistant Mangers posts to be carried out with a view to efficiency savings.</p>
External Standards	<ul style="list-style-type: none"> • To monitor performance with RPA Cluster Councils and ICE work group.
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 2012-13

Vision for 2012-13	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"> • 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. • Develop new audiences for the arts through innovative programming and targeted events. • 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 & photography. • Market and promote the arts and cultural programme. • Support 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. • Work in partnership with neighbouring councils and the University of Ulster through Causeway Coast Arts to promote the arts in the North Coast Area. • Deliver Ballymoney Mayor's Show • Maximise opportunities to increase arts activities.
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 Arts
Resource Management	<ul style="list-style-type: none"> • Manage effectively budgets for 2012-13 Expenditure Budget for 2012-13 £100,116 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%.
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Museum Business Plan 2012 - 13

SECTION	TASKS
Vision for 2012-2013	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 interpretative panel 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. • Develop and deliver a programme of events and activities that will support the exhibition programme. • Develop and promote a programme of events and activities to mark the 100th anniversary of K K McArthur's marathon win at the 1912 Olympics in Stockholm. • Maximise opportunities to develop the exhibition programme available through the Peace III Cultural Fusions Programme. • Organise, promote and deliver a multi-national Family History Conference. • 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. • Review the Museum Marketing Plan. • Maintain good collection care and implement archive storage programme. • Maximise opportunities available through the Northern Ireland Museums Council's Collection Skills Initiative, Museum Bursary Placement Scheme. • 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 Development	<ul style="list-style-type: none"> • Specialised Museum Training i.e. introduction to new accreditation criteria.
External Liaison	<ul style="list-style-type: none"> • BBC 'Hands on History' and 'Reel Stories' • BBC Sport NI • National Museum of Northern Ireland • Ballymoney Borough Arts Committee • Ballymena Museum • Causeway Museums Service • NI Family History Society • Libraries NI • Northern Ireland Museums Council • Irish Museums Association • Museums, Libraries & Archives Council • University of Ulster • Queen's University Belfast • PRONI & GRO • Ulster Historical Foundation

	<ul style="list-style-type: none"> • Museums, Libraries and Archives Council (MLA) • Department of Culture & Leisure NI • Northern Regional College • Causeway Coast & Glens Tourism • Potchefstroom Museum, South Africa • Stockholm Museum, Sweden • Olympic Museum, Switzerland • Manx National Heritage
Resource Management	<ul style="list-style-type: none"> • Manage effectively budgets for 2012-13 • Expenditure Budget for 2012-13 £112,105 • 2 x Full time Staffing – Museum Manager & Museum Assistant

External Standards	<ul style="list-style-type: none"> • Maintain accreditation under the MLA Accreditation Scheme
Results	<ul style="list-style-type: none"> • Increase museum visitor figures by 5%.