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*Grant Permission*

## BALLYMONEY BOROUGH COUNCIL

Minutes of Corporate & Central Services Committee Meeting No 423 held in the Council Chamber, Riada House, on Monday 24<sup>th</sup> February 2014 at 6.30pm.

**IN THE CHAIR:** Councillor E Robinson, MBE

**PRESENT:**

**Aldermen**  
F Campbell  
C Cousley, MBE  
B Kennedy

**Councillors**  
W Blair  
A Cavlan  
R Halliday  
A McLean  
I Stevenson

**IN ATTENDANCE:** Chief Executive [Items 1-3, 5-10]  
Director of Central and Leisure Services [Item 11-18]  
Head of Corporate & Development Services [Items 1-10]  
C Calderwood            }  
F McClure                } Item 1  
G Thompson             } Ballymoney Show Representatives  
Business Support Officer

**APOLOGIES:** Alderman H Connolly  
Councillor J Atkinson  
Councillor J Finlay

### 423.1 PRESENTATION – NORTH ANTRIM AGRICULTURAL ASSOCIATION

Chair invited representatives from Ballymoney Show to present to committee (attached as Appendix A). The Show is in its 107<sup>th</sup> Year and will be held on 6<sup>th</sup>-7<sup>th</sup> June 2014. G Thompson requested that Council increase their contribution to the North Antrim Agricultural Association from £1,200 to £5,000 in 2014/15, the representatives responded to a number of member comments.

- \* **Councillor Stevenson left the meeting at 6.50pm and returned at 6.56pm.**
- \* **Alderman Cousley arrived at the meeting at 6.57pm.**
- \* **F McClure, G Thompson and C Calderwood left the meeting at 7.01pm.**

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

*to recommend that Council grant £5,000 to North Antrim Agricultural Association towards sponsorship of the 107<sup>th</sup> Ballymoney Show, to be held 6<sup>th</sup>-7<sup>th</sup> June 2014.*

#### **423.2 DECLARATIONS OF INTEREST**

Chief Executive Declared an Interest at Item 4, Staff Matters.

#### **423.3 MINUTES OF MEETING NO 422 – 27<sup>TH</sup> JANUARY 2014**

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

*to recommend that the Minutes of Meeting No 422 – 27<sup>th</sup> January 2014, as circulated, be approved.*

\* Chief Executive left the meeting at 7.09pm.

### **CORPORATE SERVICES**

#### **423.4 STAFF MATTERS**

Head of Corporate and Development Services reported.

JNC recommendations for consideration by Councils, who consider it appropriate to make a payment to their Chief Executive, for additional workload as a consequence of local government reform, was deferred from the committee's last meeting (min ref. 420.4). A further copy of the Annex was circulated. The Head of Corporate & Development Services advised on the incremental points as set out in the annex and on decisions to date by other Council's in the cluster. This matter was deferred from the last meeting.

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

Head of Corporate and Development Services provided information on decisions of other councils, as requested at the last meeting and cost.

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

*to recommend that the matter be deferred to committee's next meeting.*

- \* **Chief Executive rejoined the meeting at 7.25pm.**

#### **423.5 CONTRIBUTIONS TO OTHER BODIES – BALLYMONEY BOROUGH ROAD SAFETY COMMITTEE**

Council has agreed to make a contribution of £1,500 to the Committee towards its activities delivered in relation to the promotion of road safety in the year 2013/14. Following formal application the contribution has been released.

#### **423.6 NILGA BUSINESS PLAN AND SUBSCRIPTION 2014/15**

A copy of NILGA's Annual Business Plan was circulated, together with the subscription notice which includes a summary of the work and activities of NILGA. The work plan reflects the all council and NILGA Executive approved Corporate Plan for the period 2012-2016.

Subscriptions are based on the most recent EPP for General Grant figures made available by the DoE. The 2014/15 subscription for Ballymoney is £4,925 plus VAT.

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

***to recommend that Council pay the NILGA subscription of £4,925 plus VAT.***

#### **423.7 MEETINGS DURING ELECTION PERIOD**

Taking account of the district council election period **IT IS RECOMMENDED** that during the month of May, when elections take place, Council adopts a similar arrangement to that which operates over the summer period when there are no meetings of standing committees (apart from consultation committee) and that any committee matters requiring decision be taken to the Council meeting by way of an officer report.

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

***to recommend that during the month of May there will be no meetings of standing committees (apart from consultation committee) and that decisions be taken to the Council meeting by way of an officer report.***

#### **423.8 CIVIC FUNCTIONS AND RECEPTIONS**

Head of Corporate and Development Services updated committee on its programme of events to include a reception for St John Ambulance and the Causeway Judo and Wrestling Group. The Official Opening of Drumaheglis has been delayed because of inclement weather, it is anticipated to host a soft opening of the Marina Building on Tuesday 8<sup>th</sup> April with the Official Opening upon completion of the next 2 phases.

Arrangements for Official Opening for the Dervock Community Hall and Riverside Park Project and Glebeside MUGA is progressing.

#### **423.9 FREEDOM OF INFORMATION DEFINITION DOCUMENT FOR DISTRICT COUNCILS IN NI**

In 2009 the Information Commissioner approved a single model publication scheme under the Freedom of Information Act 2000. This was supplemented by ICO guidance on what information to publish under the scheme in the form of sectorial 'definition documents'. We are currently updating all of the definition documents. Further information is provided in their Publication scheme plan for 2013/14.

The documents have been refreshed and amendments include increasing transparency in relation to financial information and inserting the new provisions on datasets. This was done while bearing in mind the need to strike a balance between transparency and avoiding imposing excessive burdens on public authorities. The exercise has now been completed in relation to higher education institutions, Whitehall central government departments, the police, local authorities and some other sectors. The exercise has now been addressed for other public authorities, including authorities in Northern Ireland. A consultation exercise is underway with the district council officer group following which a draft document will be brought to committee in due course.

#### **423.10 BOUNDARY COMMISSIONER FOR NI**

Further to the publication of the Commissioner's Recommendations and Maps on 13 December 2013, the work of the Office of the District Electoral Areas commissioner is now complete. Any further inquiries should be directed to the Northern Ireland Office at [electionsunit@nio.x.gsi.gov.uk](mailto:electionsunit@nio.x.gsi.gov.uk). Pending commencement of the next review of parliamentary constituencies following the next general election, any inquiries in relation to the work of the Boundary Commission for NI should also be directed to the Northern Ireland Office.

- \* **Chief Executive left the meeting at 7.34pm.**
- \* **Head of Corporate and Development Services left the meeting at 7.34pm.**
- \* **Director of Central and Leisure Services arrived at the meeting at 7.35pm.**

## CENTRAL SERVICES

### 423.11 COUNCILLORS HOME TO OFFICE MILEAGE ALLOWANCE

The tax and national insurance due on Councillors' home to office mileage for the period April 2009 to December 2013 has been calculated as £4029.48. This includes interest of £216.99 for the 4 year period 2009/10 to 2012/13. To date no penalty cost has been added.

**IT IS RECOMMENDED** that Council note that the payment of £4029.48 for unpaid tax and national insurance has been made to HMRC.

**IT WAS AGREED** to note that the payment of £4029.48 for unpaid tax and national insurance has been made to HMRC.

\* **Alderman Kennedy left the meeting at 8.00pm.**

### 423.12 ANNUAL TENDERS FOR GOODS & SERVICES 2014/15

The Director of Central and Leisure Services advised that following public advertisement 54 tenders were received.

The tenders have been evaluated and the schedule of suppliers for Goods and Services in 2014/15 attached as Appendix B is recommended for approval.

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

***to recommend that Council approve the Annual Tenders for Goods & Services 2014/15, attached as Appendix B.***

### 423.13 ACTUAL PENNY PRODUCT 2013/14 IN YEAR FORECAST

Land and Property Services have completed the third in year forecast calculations at November 2013 of the Actual Penny Product outturn for 2013/14.

The indicative outturn for the Council is an additional payment of £200,000.

While the forecast attempts to reflect as accurately as possible the end of year rate revenue outturn position, the final position will not be known until after the year end.

#### **423.14 ACCOUNTS FOR PAYMENT**

Treasury advice schedules detailing payments for Period 11, 2013/14 drawn on the Council's Revenue and Capital Bank Accounts were available for members to inspect at 6.00pm on Monday 24<sup>th</sup> February 2014 in the Council Chamber.

The Director of Central & Leisure Services was available and dealt with members' queries.

***Payments made in period 11 amount to:  
£341,913.44 Revenue account and  
£294,659.18 Capital account***

#### **423.15 DISTRICT RATES 2014/15**

A Schedule of all District Council rates was circulated for members' information.

Ballymoney is one of only 3 Councils who set a lower rate in 2014/15 than in 2013/14.

#### **423.16 RATES ESTIMATES 2014/15**

The 2014/15 Rates Estimates book including the 2014/15 – 2016/17 Capital Programme has been issued to all members.

Details of the District Rates set will be published in the local press and on the Council website.

#### **423.17 LOCAL GOVERNMENT REFORM – FINANCIAL SYSTEMS CONVERGENCE**

The four Councils in the Causeway Cluster all use the same Financial Systems provider, Total Mobile. The Cluster Finance Working Group is currently working on developing a new system for the Causeway Coast & Glens District Council. Approval is being sought from the Statutory Transition Committee to merge the four existing systems. The cost is £10,750 per Council.

**IT IS RECOMMENDED** that the new financial database for the Causeway Coast & Glens District Council is initially set up in Ballymoney.

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

***to recommend that the new financial database for the Causeway Coast & Glens District Council is initially set up in Ballymoney.***



**423.18 BALLYMONEY & RASHARKIN CEMETERY MEMORIALS**

The following applications have been received for the erection of memorials in Ballymoney Cemetery –

Section E3 No. 6

Mrs Agnes Dunlop, 75 Frosses Road, Ballymoney  
Black Granite 'OG' with Barrel sides Headstone and Base

Section B No. 75

Mr Robert McCrellis, Killyrammer, Ballymoney  
Black All Polished Headstone and Base

The following application has been received for the erection of a memorial in Rasharkin Cemetery –

Section A No. 19

Mrs Linda Brown, 131 Finvoy Road, Ballymoney  
All Polished Black Granite Headstone and Base

**IT IS RECOMMENDED** that Council grants permission for the erection of the above memorials.

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

***to recommend that Council grants permission for the erection of the above memorials.***

**This being all the business the meeting closed at 8.26pm.**

**Appendix A: Presentation – North Antrim Agricultural Association (to follow)**

**Appendix B: Annual Tenders for Goods and Services 2014/15**



Current situation.....

- Following 2013 Show we had negative comments on social media regarding cost and choice of hot food retailers
- Indoor trade space runs at a loss – offset by income from catering.
- Reluctant to increase the charge for indoor trade space as this is often taken by small local businesses & organisations.

The Vision.....



**ANNUAL TENDERS FOR SUPPLIES AND SERVICES 2014/2015**

Tender			
No.	Description	Items	Supplier recommended for acceptance
1.	Building Supplies		
	(a) General		No Tender
	(b) Timber		No Tender
	(c) Homegrown Timber		No Tender
	(d) Concrete		Northstone Materials
	(e) Electrical		Gordon's Electrical Supplies
2.	Paint		PPG Industries
3.	Sand, screenings	1 - 7	Patrick Bradley Ltd
	(a) Bitumen etc	8,9	Northstone Materials Patrick Bradley Ltd
4.	Cleaning Materials		Bunzl McLaughlin
5.	Ground Maintenance Materials		WM Sports Turf
6.	Street Nameplates		Mid Antrim Signs Ltd
7.	Maintenance		
	(a) Electrical		WKK Electrical Services Ltd
	(b) Plumbing		Galaxy Facilities Management Limited
	(c) Tradesmen/Labourers		Galaxy Facilities Management Limited
	(d) Painter		Ian Rankin
	(e) Grass cutting machinery		John Marshall
8.	Hire of Plant		Kealey Limited
9.	Chemicals		Brenntag
10.	Catering Supplies		
	Confectionery		Courtney & Nelson
12.	Batteries		Paints And Components
13.	Protective Clothing		Safetycare
14.	Industrial Cleaning Products		TRB (NI)
15.	Waste Containers		Craemer UK Ltd
16.	Oils		Lubricant Distribution

