



June 3rd, 2024

**TO: The Right Worshipful the Mayor and Councillors
of Lisburn & Castlereagh City Council**

The **Annual Meeting of Lisburn & Castlereagh City Council** will be held on **Friday, 7th June 2024** at **2:00 pm** for the transaction of the business on the undernoted agenda.

Lunch will be available in Lighters Restaurant immediately after proceedings.

You are requested to attend.

DAVID BURNS
CHIEF EXECUTIVE
LISBURN & CASTLEREAGH CITY COUNCIL

Agenda

1.0 BUSINESS OF THE RIGHT WORSHIPFUL THE MAYOR

2.0 APOLOGIES

3.0 DECLARATIONS OF INTEREST

📄 *Disclosure of Interests form.pdf*

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4.0 MINUTES OF ANNUAL MEETING OF COUNCIL HELD ON 8 JUNE, 2023 (for noting - having been adopted at the meeting of Council held on 27 June, 2023)

📄 *AM 08.06.2023 Ratified Minutes.pdf*

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5.0 ELECTION OF MEMBERS TO POSITIONS OF RESPONSIBILITY

5.1 Election of Mayor 2024/25

5.2 Election of Deputy Mayor 2024/25

5.3 Election of Chairs and Vice-Chairs 2024/25

- (i) Planning Committee
- (ii) Governance and Audit Committee
- (iii) Communities and Wellbeing Committee
- (iv) Environment and Sustainability Committee
- (v) Regeneration and Growth Committee
- (vi) Corporate Services Committee

6.0 COMMITTEE MEMBERSHIP 2024/25

6.1 Planning Committee (9 Members)

6.2 Governance and Audit Committee (14 Members plus Mayor and Deputy Mayor)

6.3 Communities and Wellbeing Committee (13 Members plus Mayor and Deputy Mayor)

6.4 Environment and Sustainability Committee (13 Members plus Mayor and Deputy Mayor)

6.5 Regeneration and Growth Committee (13 Members plus Mayor and Deputy Mayor)

6.6 Corporate Services Committee (13 Members plus Mayor and Deputy Mayor)

7.0 PCSP CHAIR (APNI) - for noting

LISBURN & CASTLEREAGH CITY COUNCIL

MEMBERS DISCLOSURE OF INTERESTS

The Northern Ireland Local Government Code of Conduct for Councillors under Section 6 requires you to declare at the relevant meeting any pecuniary interest that you may have in any matter coming before any meeting of your Council. This information will be recorded in a Statutory Register. On such matters you must not speak or vote. Subject to the provisions of Sections 6.5 to 6.11 of the Code, if such a matter is to be discussed by your Council, you must withdraw from the meeting whilst that matter is being discussed

In addition you must also declare any significant private or personal non-pecuniary interest in a matter arising at a Council meeting (please see also Sections 5.2 and 5.6 and 5.8 of the Code). Subject to the provisions of Sections 6.5 to 6.11 of the Code, you must declare this interest as soon as it becomes apparent and you must withdraw from any Council (including committee or sub committee meeting) when this matter is being discussed.

In respect of each of these, please can you complete the form below as necessary.

1. Pecuniary Interest

Meeting (Council or Committee - please specify and name):

Date of Meeting: _____

Item(s) in which you must declare an interest (please specify item number from report):

Nature of Pecuniary Interest:

2. Private or Personal non Pecuniary interest

Meeting (Council or Committee - please specify and name):

Date of Meeting: _____

Item(s) in which you must declare an interest (please specify item number from report):

Nature of Private or Personal non Pecuniary Interest:

Name:
Address:

Signed:	Date:

If you have any queries please contact David Burns, Chief Executive, Lisburn & Castlereagh City Council

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LISBURN & CASTLEREAGH CITY COUNCIL**Minutes of the Annual Meeting of Council held remotely and in the Island Civic Centre, The Island, Lisburn, on Thursday, 8 June, 2023 at 12:00 Noon****PRESENT:**

The Right Worshipful the Mayor (Incoming)
Councillor A Gowan

Deputy Mayor
Councillor M Guy (Outgoing)
Councillor G McCleave (Incoming)

Councillors J Baird, D Bassett, R T Beckett, S Burns,
R Carlin, P Catney, D J Craig, K Dickson, N Eaton,
A G Ewart, A P Ewing, O Gawith, A Givan, M Gregg,
A Grehan, B Higginson, G Hynds, C Kemp, P Kennedy,
J Lavery, H Legge, S Lowry, U Mackin, A Martin,
C McCready, A McIntyre, M McKeever, R McLernon,
T Mitchell, N Parker, S P Porter, S Skillen, J Tinsley and
N Trimble

IN ATTENDANCE:

Lisburn & Castlereagh City Council

Chief Executive
Director of Finance and Corporate Services
Director of Leisure and Community Wellbeing
Director of Organisation Development and Innovation
Director of Regeneration and Growth
Acting Director of Environmental Services
Head of Corporate Communications and Administration
Acting PSCP/Member Services Manager
IT Officer
Member Services Officers

Commencement of the Meeting

In the absence of the Outgoing Mayor, Councillor S Carson, the Outgoing Deputy Mayor, Councillor M Guy, took the Chair.

Councillor Guy welcomed those present to the meeting, which would be broadcast live. She made guests in the public gallery aware that they were likely to be captured on the livestream. This data would be processed in the exercise of official authority which covered public functions and powers which were set out in law and to perform a specific task in the public interest.

Councillor Guy requested that all mobile phones be switched off or put on silent for the duration of the meeting and advised that, even though the meeting was being livestreamed, unauthorised recording was not permitted.

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At this point, the Member Services Officer read out the names of Elected Members and Officers in attendance at the meeting.

The Chief Executive outlined the evacuation procedures in the case of an emergency.

1. Business of The Right Worshipful the Mayor (00:03:40)

Councillor M Guy (Outgoing Deputy Mayor) advised that she had deputised for the Mayor at a number of engagements since the previous meeting of Council.

2. Apologies (00:03:50)

It was agreed to accept apologies for non-attendance at the meeting on behalf of Councillors P Burke, J Gallen and G Thompson.

3. Declarations of Interest (00:04:04)

There were no declarations of interest.

4. Annual Meeting Minutes (00:04:15)

Members were provided with, and noted the contents of, a copy of the minutes of the Annual Meeting held on 7 June, 2022 which had been adopted and signed at the meeting of Council held on 28 June, 2022.

5. Appointing Parties to Positions of Responsibility and Non Positions of Responsibility (for 4 year term) (00:04:34)

The Council, at its meeting held on 28 March, 2023, had agreed that the method for the election of positions of responsibility and non positions of responsibility for Lisburn & Castlereagh City Council be d'Hondt.

Information in respect of the appointment of political parties to positions of responsibility and non positions of responsibility for the four-year term, as put forward by the respective Party Nominating Officers, was displayed on the screens in the Council Chamber during the meeting.

It was proposed by Councillor J Tinsley, seconded by Councillor A Grehan and agreed that the appointments be approved.

6. Election of Mayor 2023/24 (00:05:28)

At this stage, Councillor J Tinsley, read out a statement on behalf of former Mayor, Councillor Scott Carson, who was unable to be present at the meeting. Mr Carson thanked all those who had supported him in fulfilling his duties throughout the momentous year during which he had served as Mayor. Particular thanks were

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6. Election of Mayor 2023/24 (Contd)

paid to his party colleagues for having nominated him to this position, the Deputy Mayor for her support, his employer for his patience and understanding throughout the year, Council staff, the Mayor's Chaplain and his family. Councillor Carson wished the Incoming Mayor well for the year ahead.

Councillor M Guy (Outgoing Deputy Mayor) thanked Councillor Carson for the opportunities he had afforded her to deputise for him during the past year. She also thanked the team in the Mayor's office, the Chief Executive and her Alliance Party colleagues for having nominated her to the position of Deputy Mayor. Councillor Guy paid tribute to former Elected Member, Stephen Martin, thanking him for his contribution to the Council and the Alliance Party team over many years. She expressed her thanks to her family for their support during her term as Deputy Mayor. Councillor Guy stated that it had been a great privilege to have served as Deputy Mayor. The experience had been a valuable one in broadening her perspective and was something on which she would always reflect back on with much affection. In finishing, Councillor Guy stated that the Council was meeting today as a new Council group and she hoped that Elected Members could work together positively to the benefit of the residents of the Council area.

Councillor M Guy (Outgoing Deputy Mayor) declared the Office of Mayor and the Office of Deputy Mayor vacant and she removed her Chain of Office.

Councillor Guy sought nominations for the Office of Mayor for the ensuing year 2023/24.

Councillor J Tinsley, having commended both the Outgoing Mayor and Deputy Mayor for their work during the year, proposed that Councillor A Gowan be nominated for the position of Mayor of Lisburn & Castlereagh for the ensuing year 2023/24. This was seconded by Councillor S P Porter and agreed.

There being no other nominations for the Office of Mayor, Councillor M Guy declared Councillor A Gowan elected Mayor of the City of Lisburn & Castlereagh for the year 2023/24.

Councillor A Grehan paid tribute to the Outgoing Mayor and Deputy Mayor, and thanked them for all they had done for the Council throughout the year. She also paid tribute to those former Elected Members who had not returned to Council this term. Councillor Trimble echoed tributes paid to the Outgoing Mayor and Deputy Mayor.

Councillor M Guy vacated her seat at this point, having offered her congratulations to Councillor Gowan.

Councillor A Gowan was invested with his Chain of Office and signed the Declaration on Acceptance of Office.

The Right Worshipful the Mayor, Councillor A Gowan, stated that it had been an honour to be returned to Council in the recent Local Government Elections. It was a special role but carried with it much responsibility. He gave an assurance to his constituents that, as he embarked upon the role of Mayor for the forthcoming year,

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6. Election of Mayor 2023/24 (Contd)

the work he did on their behalf would continue undiminished and unabated. He thanked his party colleagues for nominating him to the position of Mayor. Councillor Gowan welcomed and respected the breadth of differing opinion and diversity in the Council Chamber. He would work with all his colleagues to deliver and make a positive difference for the people of the Council area.

The Right Worshipful the Mayor, Councillor A Gowan, having commented on the rewarding work he carried out as a volunteer in the community, stated that his theme for the coming year would be "Playing Our Part". He paid tribute to all those people who were involved in volunteering. It was important for Elected Members to lead by example and he encouraged colleagues to get involved.

Councillor Gowan advised that his mayoral charity for the year would be Cancer Fund for Children. He hoped the Council would come together as a team to raise as much money as possible to support the amazing work of this charity.

The Right Worshipful the Mayor paid tribute to the Outgoing Mayor and Mayoress and their family. Councillor Carson had served the Council and the people of Lisburn and Castlereagh with distinction during his term in office and in what had been a significant year in history with the passing of former Queen Elizabeth II and the coronation of His Majesty King Charles III. He also paid tribute to the Outgoing Deputy Mayor, Councillor M Guy.

The Right Worshipful the Mayor advised that his chaplain for the forthcoming year would be Mr Danny Roberts, Youth and Schools Outreach Coordinator for Logos Ministries International. Mr Roberts was also Chairman of Dromara Connect in the Mayor's District Electoral Area of Downshire East.

The Right Worshipful the Mayor, Councillor A Gowan, paid tribute to former Elected Members who had not returned to Council this term and thanked them for their service. He welcomed newly Elected Members and encouraged all colleagues to work together for the betterment of their constituents.

Finally, The Right Worshipful the Mayor thanked his wife and family for their support during his time on Council. He thanked his father for his constant support and advice throughout his life and he also paid a heartfelt tribute to his mother who had sadly passed away the previous year.

Councillor A Grehan congratulated Councillor Gowan on his nomination to the position of Mayor, wished him well for the year ahead and offered the support of her party in assisting in any way possible to raise money for this very worthy charity.

7. Election of Deputy Mayor 2023/2024 (00:33:21)

The Right Worshipful the Mayor, Councillor A Gowan, sought nominations for the position of Deputy Mayor for the ensuing year 2023/24.

Councillor R Carlin commended both the Outgoing Mayor and Deputy Mayor for their work during the previous year, congratulated Councillor Gowan on his

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7. Election of Deputy Mayor 2023/2024 (Contd)

nomination to the position of Mayor for coming year and paid tribute to former Elected Members who had not returned to Council this term. He proposed that Councillor G McCleave be nominated for the position of Deputy Mayor of Lisburn & Castlereagh for the ensuring year 2023/24. This was seconded by Councillor D Bassett and agreed.

There being no further nominations for the Office of Deputy Mayor, The Right Worshipful the Mayor, Councillor A Gowan, declared Councillor G McCleave elected Deputy Mayor of the City of Lisburn & Castlereagh for the year 2023/24.

Councillor G McCleave was invested with his Chain of Office and signed the Declaration on Acceptance of Office.

The Deputy Mayor, Councillor G McCleave, congratulated Councillor Gowan on having been nominated to the position of Mayor and stated that he looked forward to working with him over the coming year. He thanked his party for nominating him for the position of Deputy Mayor. Councillor McCleave stated that he looked forward to building relationships over the coming year and was committed to working for all constituents across the Council area. He thanked his wife and family for their support and welcomed newly Elected Members to the Council.

Councillors N Trimble, A Grehan and P Catney congratulated the newly elected Mayor and Deputy Mayor and wished them every success and support for their year ahead.

Councillor P Catney referred to a forthcoming visit by a man associated with the Council's Friendship Agreement with Whanganui in New Zealand and asked that the Mayor would mark this visit. The Right Worshipful the Mayor, Councillor A Gowan, agreed to speak to Councillor Catney following the meeting.

8. Election of Members to Positions of Responsibility and Non Positions of Responsibility (00:42:24)

Information in respect of the election of Members to positions of responsibility and non positions of responsibility for the four-year term, as put forward by the respective Party Nominating Officers, was displayed on the screens in the Council Chamber during the meeting.

It was proposed by Councillor J Tinsley, seconded by Councillor A Grehan and agreed that the election of Members be approved, as follows:

Positions of Responsibility

8.1 Planning Committee

It was agreed that Councillor M Gregg be elected Chairman and Councillor U Mackin be elected Vice-Chairman of the Planning Committee for the year 2023/24.

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8.2 Governance and Audit Committee

It was agreed that Councillor R McLernon be elected Chairman of the Governance and Audit Committee for the year 2023/24.

8.3 Communities and Wellbeing Committee

It was agreed that Councillor R T Beckett be elected Chairman and Councillor J Gallen be elected Vice-Chairman of the Communities and Wellbeing Committee for the year 2023/24.

8.4 Environment and Sustainability Committee

It was agreed that Councillor C McCready be elected Chairman and Councillor R Carlin be elected Vice-Chairman of the Environment and Sustainability Committee for the year 2023/24.

8.5 Regeneration and Growth Committee

It was agreed that Councillor J Laverty be elected Chairman and Councillor T Mitchell be elected Vice-Chairman of the Regeneration and Growth Committee for the year 2023/24.

8.6 Corporate Services Committee

It was agreed that Councillor O Gawith be elected Chairman and Councillor A P Ewing be elected Vice-Chairman of the Corporate Services Committee for the year 2023/24.

Outside Bodies (Positions of Responsibility)

8.7 Northern Ireland Housing Council (4 Year Term)

It was agreed that Councillor A Grehan be nominated to represent the Council on the Northern Ireland Housing Council for the term of the Council.

8.8 Reserve Forces Cadets (Veterans Champion) (4 Year Term)

It was agreed that Councillor J Tinsley be nominated to represent the Council on the Reserve Forces Cadets (Veterans Champion) for the term of the Council.

8.9 arc21 (4 Year Term)

It was agreed that the undernoted Members be nominated to represent the Council on arc21 for the term of the Council:

Councillor A Givan
Councillor S Skillen
Councillor P Kennedy

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8.10 Lisburn & Castlereagh Policing and Community Safety Partnership
(4 Year Term)

It was agreed that the undernoted Members be nominated to the Lisburn & Castlereagh Policing and Community Safety Partnership (PCSP) for the term of the Council:

Councillor A Givan
Councillor B Higginson
Councillor J Lavery
Councillor S Lowry
Councillor M McKeever
Councillor C Kemp
Councillor T Mitchell
Councillor A Martin
Councillor P Burke
Councillor J Gallen

It was agreed that Councillor A Givan be elected as Chairman of PCSP for the ensuing year.

Non Positions of Responsibility

8.11 National Association of Councillors (4 year term)

It was agreed that the undernoted Members be nominated to represent the Council on the National Association of Councillors for the term of the Council:

Councillor A P Ewing
Councillor R T Beckett
Councillor N Eaton
Councillor G Thompson
Councillor H Legge
Councillor D Bassett
Councillor J Gallen
Councillor G Hynds

8.12 Northern Ireland Local Government Association (4 Year Term)

It was agreed that the undernoted Members be nominated to represent the Council on the Northern Ireland Local Government Association for the term of the Council:

Councillor B Higginson
Councillor U Mackin
Councillor A G Ewart
Councillor P Kennedy
Councillor N Parker
Councillor M Guy
Councillor H Legge
Councillor R Carlin

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It was proposed by Councillor J Tinsley, seconded by Councillor A Grehan and agreed that approval be given to the payment of expenses related to nominated Members' attendance at meetings/conferences associated with the National Association of Councillors and Northern Ireland Local Government Association for the duration of the Council term.

9 Appointing Parties to Committees (for 4 Year Term) (00:44:57)

The Council, at its meeting held on 28 March, 2023, agreed that the method for appointing parties to Committees be Quota Greatest Remainder.

Information in respect of appointing parties to Committees for the four-year term, as put forward by the respective Party Nominating Officers, was displayed on the screens in the Council Chamber during the meeting.

It was proposed by Councillor J Tinsley, seconded by Councillor A Grehan and agreed that the appointment of parties to Committees be approved.

10 Committee Membership 2023/2024 (00:46:03)

Each Party Nominating Officer having put forward proposals in respect of the filling of Committee positions for the ensuing year, the following was agreed:

10.1 Planning Committee

Councillor J Tinsley
Councillor D J Craig
Councillor S Burns
Councillor G Thompson
Councillor O Gawith
Councillor N Trimble
Councillor A Martin
Councillor D Bassett
Councillor P Catney

10.2 Governance and Audit Committee

Councillor S Burns
Councillor A Givan
Councillor A P Ewing
Councillor S P Porter
Councillor D J Craig
Councillor S Lowry
Councillor M McKeever
Councillor O Gawith
Councillor P Kennedy
Councillor C Kemp
Councillor A Martin
Councillor D Bassett
Councillor P Burke
Councillor J Gallen

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10.2 Governance and Audit Committee (Contd)

It was noted that The Right Worshipful the Mayor, Councillor A Gowan, and the Deputy Mayor, Councillor G McCleave, were ex-officio Members of the above Committee.

10.3 Communities and Wellbeing Committee

Councillor D J Craig
Councillor B Higginson
Councillor S Skillen
Councillor S P Porter
Councillor S Lowry
Councillor N Eaton
Councillor A McIntyre
Councillor G Thompson
Councillor A Grehan
Councillor H Legge
Councillor T Mitchell
Councillor R Carlin
Councillor D Bassett

It was noted that The Right Worshipful the Mayor, Councillor A Gowan, and the Deputy Mayor, Councillor G McCleave, were ex-officio Members of the above Committee.

10.4 Environment and Sustainability Committee

Councillor S Skillen
Councillor J Tinsley
Councillor S Burns
Councillor J Lavery
Councillor M Gregg
Councillor M McKeever
Councillor A McIntyre
Councillor P Kennedy
Councillor N Parker
Councillor J Baird
Councillor R McLernon
Councillor G Hynds
Councillor P Catney

It was noted that The Right Worshipful the Mayor, Councillor A Gowan, and the Deputy Mayor, Councillor G McCleave, were ex-officio Members of the above Committee.

10.5 Regeneration and Growth Committee

Councillor C McCready
Councillor A G Ewart
Councillor S P Porter
Councillor U Mackin

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10.5 Regeneration and Growth Committee (Contd)

Councillor M Gregg
Councillor M Guy
Councillor K Dickson
Councillor A Grehan
Councillor N Parker
Councillor J Baird
Councillor A Martin
Councillor P Burke
Councillor J Gallen

It was noted that The Right Worshipful the Mayor, Councillor A Gowan, and the Deputy Mayor, Councillor G McCleave, were ex-officio Members of the above Committee.

10.6 Corporate Services Committee

Councillor A G Ewart
Councillor A Givan
Councillor U Mackin
Councillor R T Beckett
Councillor B Higginson
Councillor M Guy
Councillor N Eaton
Councillor K Dickson
Councillor C Kemp
Councillor N Trimble
Councillor H Legge
Councillor R Carlin
Councillor P Burke

It was noted that The Right Worshipful the Mayor, Councillor A Gowan, and the Deputy Mayor, Councillor G McCleave, were ex-officio Members of the above Committee.

11 Election of Aldermen (for 4 Year Term) (00:47:58)

Further to proposals by Party Nominating Officers, it was agreed that the undernoted Members be elected to the position of Aldermen for the term of the Council:

Councillor S P Porter
Councillor J Tinsley
Councillor A G Ewart
Councillor S Skillen
Councillor J Baird
Councillor H Legge
Councillor A Grehan
Councillor O Gawith
Councillor M Gregg
Councillor M Guy

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At the conclusion of the meeting, The Right Worshipful the Mayor, Councillor A Gowan, extended best wishes to the newly elected Aldermen.

There being no further business for consideration, the meeting was terminated at 12.51 pm.

Mayor