

**LISBURN & CASTLEREAGH CITY COUNCIL**

**Minutes of Meeting of the Corporate Services Committee held in the Chestnut Suite, Island Civic Centre, The Island, Lisburn on Wednesday 9<sup>th</sup> January 2019 at 7.30 pm.**

**PRESENT:** Councillor N Anderson (Chairman)  
Councillor B Mallon (Vice-Chairman)  
The Right Worshipful The Mayor  
Councillor U Mackin  
Alderman A G Ewart MBE, M Henderson MBE and S Martin  
Councillors R B Bloomfield MBE, S Carson, J Craig, A P Ewing, A McIntyre, T Morrow and Rhoda Walker

**OTHER MEMBERS:** Councillor J McCarthy

**IN ATTENDANCE:** Chief Executive  
Head of Business and Democratic Services  
Acting Head of Finance  
Member Services Officer

**Commencement of Meeting**

The Chairman, Councillor N Anderson, extended a welcome to all present. He proceeded to outline the evacuation procedures in the case of an emergency.

The Chairman asked that any Member entering or leaving the Meeting alert him accordingly so that the Member Services Officer might accurately reflect arrival and departure times in the minutes.

1. **Apologies**

Apologies for non-attendance at the meeting were accepted and recorded on behalf of Deputy Mayor, Councillor A Grehan and Councillor B Hanvey.

2. **Declarations of Interest**

The Chairman invited Members to declare any Interests they might have in relation to the business of the Meeting and reminded them of the requirement that they complete Declaration of Interest forms in this regard which had been provided at the Meeting. The Right Worshipful the Mayor, Councillor U Mackin declared an interest in relation to Agenda Item 5.2. Alderman S Martin, Councillor B Bloomfield, Councillor A McIntyre and Councillor A Ewing declared an interest in relation to Agenda Item 5.3. Councillor A Ewing declared an interest in relation in Item 5.6.

3. Minutes of Meeting

It was proposed by Councillor B Bloomfield, seconded by The Right Worshipful the Mayor, Councillor U Mackin, and agreed that the minutes of the Special Committee held on 10<sup>th</sup> December 2018, as adopted by the Council at its meeting on 18<sup>th</sup> December 2018, be confirmed and signed.

It was proposed by Councillor B Bloomfield, seconded by The Right Worshipful the Mayor, Councillor U Mackin and agreed that the minutes of Committee held on 12<sup>th</sup> December 2018, as adopted by the Council at its meeting on 18<sup>th</sup> December 2018, be confirmed and signed.

Members requested that the procedure of approving minutes already ratified at Council be examined as part of the overall efficiency review.

4. Confidential Report of Chief Executive

The Chairman advised that the reasons for confidentiality were as set out in the agenda, i.e:

- **Financial Reserves as at 31<sup>st</sup> March 2018**  
(Confidential for reason of (i) information relating to the financial or business affairs of any particular person, including the Council holding that information)
- **Review of Charges**  
(Confidential for reason of (i) information relating to the financial or business affairs of any particular person, including the Council holding that information)
- **Service Support Draft Estimates 2019/2020**  
(Confidential for reason of (i) information relating to the financial or business affairs of any particular person, including the Council holding that information)
- **Box Office (Lagan Valley Island and Island Arts Centre)**  
(Confidential for reason of (i) information relating to the financial or business affairs of any particular person, including the Council holding that information)

In Committee

It was proposed by Alderman A Ewart, seconded by Councillor A McIntyre, and agreed that the Confidential Report of the Chief Executive be considered "in Committee", in the absence of members of the press and public.

It was proposed by Alderman A Ewart, seconded by Alderman M Henderson, and agreed that the Confidential Report and recommendations of the Chief

Executive be adopted, subject to any decisions recorded below and other items noted.

**4.1 Financial Reserves as at 31<sup>st</sup> March 2018**

Members were furnished with information relating to the Financial Reserves as at 31<sup>st</sup> March 2018. Following a number of questions, it was proposed by Alderman M Henderson, seconded by Alderman A Ewart and agreed that the Committee note the Financial Reserves and further agreed that a listing of the earmarked reserves would be forwarded to Members.

Councillor J Craig entered the meeting during the discussion of this item at 7.41pm.

**4.2 Review of Charges**

The Committee were provided with information regarding fees charged by the Council and Lagan Valley Island for a range of services. It was proposed by Alderman M Henderson, seconded by Alderman A Ewart and agreed to recommend that the revised charges for the Lagan Valley Island for bookings are implemented from 1<sup>st</sup> April 2019. It was further agreed that in line with the annual increase of salary and employer costs, that the fees for attendance of the Registrar/Deputy Registrar at approved venues are implemented for bookings made from 1<sup>st</sup> February 2019 and are increased annually to cover increases in employer costs.

**4.3 Service Support Draft Estimates 2019/2020**

The Committee were provided with the Draft Estimates for 2019/2020 relating to Service Support. It was proposed by the Right Worshipful the Mayor, Councillor U Mackin, seconded by Councillor T Morrow and agreed to recommend that the draft estimates are approved and will be submitted for inclusion in the overall Council Estimates for the 2019/2020 budget.

The Chairman expressed his appreciation to the Chief Executive, Directors, Heads of Service and the Acting Head of Finance and her colleagues within the Finance team who were involved in the preparation of the Draft Estimates. These comments were endorsed by other Members present.

Alderman S Martin gave special commendation to the format used by the Environmental Services Committee to present the draft estimates and suggested this format would be adopted by all the Committees in the future.

**4.4 Box Office (Lagan Valley Island and Island Arts Centre)**

The Committee received an update regarding an ongoing procurement exercise to modernise the system used by the Box Office at Lagan Valley Island and Island Arts Centre. It was proposed by Alderman S Martin, seconded by Councillor A McIntyre and agreed to recommend that the Committee note this update.

### Resumption of Normal Business

It was proposed by Alderman A Ewart, seconded by Alderman M Henderson, and agreed to come “out of Committee” and normal business was resumed.

## 5. Reports of Head of Business and Democratic Services

It was proposed by Alderman M Henderson, seconded by Councillor T Morrow, and agreed that the reports and recommendations of the Head of Business and Democratic Services be adopted, subject to any decisions recorded below and other items noted.

### 5.1 Response to Preliminary Report into the Law and Procedures in Serious Sexual Offences in Northern Ireland

The Committee was provided with a draft response in relation to the above mentioned report, based on comments previously raised by Members. It was proposed by Councillor J Craig, seconded by Councillor A McIntyre and agreed that this response would be sent on behalf of the Council before consultation closes.

Councillor S Carson entered the meeting during the discussion of this item at 8.10pm.

### 5.2 Request for Financial Assistance – Cancer Fund for Children

The Right Worshipful the Mayor, Councillor U Mackin, declared a non-pecuniary interest in relation to this item as Cancer Fund for Children is the Mayoral Charity and did not take part in the discussion that followed.

The Committee considered a request from Cancer Fund for Children to take a table at the Mayor’s Spring Gala Ball in Larchfield Estate on 1<sup>st</sup> February 2019. It was proposed by Councillor A Ewing, seconded by Alderman M Henderson and agreed to recommend that the Council take the Silver Package table at this event at a cost of £1,000.

### 5.3 Request from The Wallace High

Alderman S Martin, Councillor A McIntyre and Councillor A Ewing declared a non-pecuniary interest in relation to this item as former pupils of The Wallace High School. Councillor B Bloomfield declared a non-pecuniary interest in relation to this item as a former member of staff of The Wallace High School.

The Committee considered a request from The Wallace High School to take a table at a fundraising event entitled ‘A Musical Night to Remember’ in the Titanic Hotel on 9<sup>th</sup> February 2019.

Following a discussion relating to the criteria listed under the Council's Financial Assistance Policy and this request, it was proposed by Alderman A Ewart, seconded by The Right Worshipful the Mayor, Councillor U Mackin that the Committee support this request. After a show of hands, this proposal was not carried and the motion fell.

### **Additional Papers**

#### 5.4 Garden of Reflection – Lagan Valley Island

The Committee received a draft policy regarding how the space at the Garden of Reflection should be used. It was proposed by Alderman M Henderson, seconded by Councillor T Morrow and agreed to recommend to Council that the policy in respect of the Garden of Reflection at Lagan Valley Island is approved.

#### 5.5 Upcoming Presentations

The Committee agreed in September 2018 to invite 'The Laurence Trust' and 'Every Day Harmony Music Therapy' to present to Members. Members noted that these organisations have now confirmed that officials will be able to attend a meeting of the Committee on the 13<sup>th</sup> February and 13<sup>th</sup> March respectively.

#### 5.6 Health Working Group

Councillor A Ewing declared a pecuniary interest in relation to the item as a member of the South Eastern Local Commissioning Group.

At the Council meeting in December 2018, Members agreed to convene a meeting of the Health Working Group to discuss the relocation of Cataract services from the Lagan Valley Hospital. Members noted the confirmation that this meeting will take place on Tuesday 7<sup>th</sup> February at 4pm in the Cherry Room.

The Right Worshipful the Mayor, Councillor U Mackin, expressed his disappointment regarding how long it has taken for the South Eastern Trust to make officials available to attend. This issue was raised at Council in December as a matter of urgency and stated his concern that the hospital has already lost the expertise of some staff as a result of this relocation.

### 6. Any Other Business

#### 6.1 Photographs – Alderman M Henderson

Alderman M Henderson raised a query regarding purchasing photographs taken at official civic events and was advised by officers to consult with the Marketing and Communication Unit, who would be able to assist with this.

It was agreed that a photograph would be taken of the Members at the last meeting of this current Council in April 2019.

6.2 Paupers Funeral – Councillor J Craig

Councillor J Craig highlighted a recent article regarding Paupers Funeral and sought clarification regarding the Council's role in facilitating burials in these sad circumstances.

6.3 Mrs Jill Mclvor CBE – Alderman S Martin

Alderman S Martin informed the Committee of the recent passing of Mrs Jill Mclvor CBE, a barrister who was the first woman to serve as NI Ombudsman and Commissioner for Complaints. Mrs Mclvor was also the Director the Ulster New Zealand Trust at The Ballance House, Glenavy.

It was proposed by Alderman S Martin, seconded by the Chairman, Councillor N Anderson, and agreed to recommend that the Mayor would write to the Ulster New Zealand Trust and to Mrs J Mclvor's wider family expressing the Council's condolences.

6.4 Mr Maurice Leathem MBE – Chairman, Councillor N Anderson

The Chairman, Councillor N Anderson, informed the Committee of the recent passing of Mr Maurice Leathem MBE, who campaigned for the Royal British Legion in Lisburn and was well known to the Council for his fundraising efforts. The Chairman advised the Committee that the Mayor has already written to Mr Leathem's family expressing the Council's condolences.

6.5 Dementia Training – Chairman, Councillor N Anderson

The Chairman, Councillor N Anderson, informed the Committee that he was aware that Dementia Training for staff at Antrim and Newtownabbey Council has been undertaken and asked that similar training would be considered by the new Council. The Chief Executive advised the Chairman, that this would be an issue for the Community Planning Partnership and would be passed to the relevant Director for consideration.

6.6 80<sup>th</sup> Anniversary of the Commencement of World War II – Chairman, Councillor N Anderson

The Chairman, Councillor N Anderson, advised the Committee that as this year will mark the 80<sup>th</sup> anniversary of the Commencement of World War II, there would be an appropriate opportunity to engage with veterans still alive and requested that options regarding this would be brought forward for consideration.

6.7 100<sup>th</sup> Anniversary of the Creation of Northern Ireland – Chairman, Councillor N Anderson

The Chairman, Councillor N Anderson, advised the Committee that the 100<sup>th</sup> anniversary of the Creation of Northern Ireland would take place in 2021 and requested that a report on how the Council could adequately celebrate this should be brought back to the Committee for consideration.

In Committee

It was proposed by Councillor J Craig, seconded by the Vice Chairman, Councillor B Mallon, and agreed that the next item be considered “in Committee”, in the absence of members of staff, the press and public.

The Head of Business and Democratic Services, the acting Head of Finance and the Member Services Officer left the meeting for the discussion of this item at 8.40pm.

6.8 Staffing – Councillor S Carson

It was proposed by Councillor S Carson, seconded by Councillor T Morrow and agreed to recommend that the Committee would send a card to a member of staff to wish her a full recovery and convey the good wishes of the Committee.

Resumption of Normal Business

It was proposed by Alderman A Ewart, seconded by Councillor A McIntyre, and agreed to come “out of Committee” and normal business was resumed.

There being no further business, the Meeting concluded at 8.46pm.

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MAYOR/CHAIRMAN