

**LISBURN & CASTLEREAGH CITY COUNCIL**

**Minutes of Meeting of the Corporate Services Committee held remotely and in the Council Chamber, Island Civic Centre, The Island, Lisburn on Wednesday 10<sup>th</sup> February 2021 at 6.00 pm.**

**PRESENT IN COUNCIL CHAMBER:** Alderman S P Porter (Chairman)  
Councillor U Mackin

**PRESENT IN A REMOTE LOCATION:** Alderman S Martin (Vice-Chairman)  
The Right Worshipful The Mayor  
Councillor The Hon. Nicholas Trimble  
  
Deputy Mayor  
Councillor Jenny Palmer  
  
Aldermen W J Dillon MBE, A G Ewart MBE and O Gawith  
  
Councillors R Carlin, S Carson, A P Ewing, S Hughes,  
J Lavery BEM, S Lowry, J McCarthy, John Palmer and A Swan

**OTHER MEMBERS PRESENT IN A REMOTE LOCATION:** Aldermen D Drysdale, A Grehan and J Tinsley  
Councillors A Givan, A Gowan, M Guy, S Lee and S Skillen

**IN ATTENDANCE:** Chief Executive (Remote)  
Director of Environmental Services (Remote)  
Acting Director of Finance & Corporate Services  
Acting Director of Leisure & Community Wellbeing (Remote)  
Head of Assets (Remote)  
Head of Corporate Communications & Administration (Remote)  
Head of Finance (Remote)  
Head of Human Resources & Organisation Development (Remote)  
Senior IT Officer  
Events Technician  
Member Services Officers

**Commencement of Meeting**

The Chairman, Alderman S P Porter, extended a welcome to all present at the meeting and advised that it was being live-streamed to enable members of the public to both hear and see the proceedings.

The Chairman referred to the recent passing of Mrs Margaret Tolerton who had served on the Council for a long number of years and who had held the office of Mayor. The Chairman spoke of Mrs Tolerton's service to the community and her sterling qualities as a very dear friend and highly respected colleague to many. These sentiments were endorsed by other Members present.

The Chairman extended deepest sympathy to Mrs Tolerton's son and daughter, Ian and Helen, and her granddaughter Emma, and also Mrs Tolerton's friends and wider family circle.

The names of those Elected Members who were in attendance at the meeting, both in person and on a remote basis, were noted by the Member Services Officer.

The Chairman stated that, whilst the meeting was being live-streamed, unauthorised recording was not permitted, as per 8.5 of the Council's Standing Orders. The Chairman also reminded everyone to ensure that mobile phones were turned off or on silent mode for the duration of the meeting.

The Chairman proceeded to outline the evacuation procedures in the case of an emergency. Finally the Chairman asked that any Member entering or leaving the meeting alert the Member Services Officer accordingly so that this might be accurately reflected in the minutes.

Alderman J Tinsley and Councillor R Carlin joined the meeting remotely at 6.04 pm and 6.06 pm respectively during the housekeeping announcements.

1. Apologies

There were no apologies.

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 with the papers for the meeting and which were also available in the Chamber.

There were no Declarations of Interest.

3. Report of Head of Corporate Communications & Administration

3.1 Northern Ireland Centenary – Update

Members had been provided with a progress report in respect of the above matter.

The Head of Service responded to Members' questions and:-

- confirmed that – in the event of the Shared History Fund application being successful – the estimated costings of the centenary programme would be reduced accordingly;
- noted comments in regard to the commencement of works associated with Union Bridge, that project being reported through the Development Committee;
- agreed to feed back to the Working Group, comments that consideration should be given to locations other than Council-owned property being the site of commemorative benches, especially in those areas where community groups had expressed such an interest;
- noted comments that all flower planting schemes – and not just those depicting the Centenary - should be able to proceed this year.

It was agreed to recommend that:-

- the centenary programme and associated estimated costings be approved;
- the final LCCC logo, draft PR Plan and minutes of the meeting of the Centenary Group held on the 26<sup>th</sup> November 2020 be all noted.

Councillor S Carson, Chairman of the Working Group, gave a verbal update on the work of the Group, and commended the Members and Officers for their contribution to that Group.

3.2 Catering Provision at Lagan Valley Island

Further to the meeting of Committee on the 14<sup>th</sup> October 2020, Members had been provided with a progress report in regard to the above matter.

It was proposed by Councillor A P Ewing, seconded by Councillor S Hughes and agreed to recommend that:-

3.2 Catering Provision at Lagan Valley Island (Continued)

- catering for Council and Committee meetings remains suspended (with the exception of the Planning Committee) until September 2021;
- Officers continue - via the working group - with pre-market engagement and assessment of the catering needs across the Council with a view to awarding a catering contract in line with Council needs as soon as possible;
- an update report be presented to the Committee in June 2021.

3.3 Requests for Light-up of Council offices

Members were advised of the receipt of requests from the undernoted organisations for the Council offices to be lit as follows:-

- Northern Ireland Chest Heart & Stroke for the Council offices to be lit in red on the 26<sup>th</sup> February 2021 to mark National Heart Month;
- “Families with Ups and Downs” for the Council offices to be lit in blue and yellow on the 21<sup>st</sup> March 2021 to mark World Down Syndrome Day.

It was proposed by Councillor J Lavery, seconded by Alderman S Martin and agreed that the requests referred to above be acceded to and that:-

- the selected date for the NICHHS light-up be the 26<sup>th</sup> February 2021;
- for reasons of technology, one colour only – blue – be used to mark World Down Syndrome Day.

The Head of Service confirmed that the calendar of light-ups and the associated policy would be presented to the Committee in the near future.

3.4 Lisburn & Castlereagh Policing & Community Safety Partnership

It was agreed to recommend that the minutes of the following meetings of the Lisburn & Castlereagh PCSP be noted:-

- Private Meeting held on the 20<sup>th</sup> October 2020
- Themed Public Meeting held on the 17<sup>th</sup> November 2020

4. Agenda Item Brought Forward  
Any Other Business

As the remainder of the business before the meeting was of a confidential nature, the Chairman sought agreement to bring forward Item 5 of the agenda – Any Other Business – so that items of a non-confidential nature might be raised when the Committee was in Live Stream. This was agreed.

5. Any Other Business

There was no other business raised.

6. Confidential Report from Acting Director of Finance & Corporate Services

The reasons for confidentiality were as set out in the agenda, ie:-

6.1 Letting of Bradford Court – Update

(Confidential for reason of information relating to the financial or business affairs of any particular person including the Council holding that information.)

6.2 Management Accounts – Period 9

(Confidential for reason of information relating to the financial or business affairs of any particular person including the Council holding that information.)

6.3 Pilot DEA Investment

(Confidential for reason of information relating to the financial or business affairs of any particular person including the Council holding that information.)

6.4 Ear-marking of Reserves

(Confidential for reason of information relating to the financial or business affairs of any particular person including the Council holding that information.)

6.5 Draft Estimates 2021/2020

(Confidential for reason of information relating to the financial or business affairs of any particular person including the Council holding that information.)

In Committee

It was proposed by Councillor U Mackin, seconded by Councillor S Hughes and agreed that the Confidential Report of the Acting Director be considered “in Committee”. (The live-stream was paused at this stage in proceedings.)

### 6.1 Letting of Bradford Court – Update

Presented by the Acting Director of Finance & Corporate Services. Officers present responded to Members' questions.

It was proposed by The Right Worshipful The Mayor, Councillor N Trimble, seconded by the Deputy Mayor, Councillor Jenny Palmer, and agreed to recommend that:-

- the update on the rental of Bradford Court be noted;
- the business case for the rental of Bradford Court be agreed;
- the revenue contribution from in-year underspends towards the essential upgrades be approved;
- the lease arrangements in connection with the Heads of Terms be expedited for presentation to full Council for approval.
- the marketing of the opportunities within Bradford Court as an office offering continue.

The Head of Finance undertook to revert to Councillor S Hughes in regard to issues concerning Loan Charges.

The Acting Director gave an assurance that the rental of Bradford Court was a strategic priority of the Council.

### 6.2 Management of Accounts Period 9

At this stage, the Chairman welcomed Mrs Joanne Hewitt, recently appointed Head of Finance.

This item was presented by the Head of Finance.

It was agreed to recommend that the Management Accounts for the period ending the 31<sup>st</sup> December 2020 be noted.

### 6.3 Pilot DEA Investment

Presented by the Chief Executive.

The Chief Executive explained his report on community investment in the various District Electoral Areas. Members commended the initiative and noted that its content would be formally communicated to the public in the near future. The Chief Executive explained the difference between this initiative and the Council's Community Investment Plan which was dealt with through the Development Committee.

It was agreed to recommend that the amount as identified from the 2020/2021 underspend and detailed in the report be ear-marked for use in 2021/2022 to deliver the new projects and grant schemes as detailed.

6.3 Pilot DEA Investment (Continued)

The Chairman stressed the importance of this matter being treated in a confidential manner so as to allow Officers the opportunity to do further work on it prior to its release to the public.

6.4 Ear-marking of Reserves

Presented by the Head of Finance.

It was proposed by Alderman S Martin, seconded by Councillor A Swan and agreed to recommend that approval be granted for the earmarking/transfer of the various reserves as detailed in the Head of Finance's report.

The Chairman asked to have recorded his appreciation of the work carried out by the Head of Finance and her Team in their management of Council finances which - despite the challenges of the Pandemic - had still resulted in the Council being in a strong financial position.

6.5 Draft Estimates 2021/2022

Presented by the Head of Finance.

The Committee had been provided with a report on the Draft Estimates of Income and Expenditure for all departments of the Council in respect of 2021/2022.

The Head of Finance reported on the salient points of the Draft Estimates and Officers present responded to Members' questions.

It was proposed by Alderman A G Ewart, seconded by Councillor J Laverty and agreed to recommend that:-

- the proposed rate variances as detailed in the Head of Service's report for the Domestic and Non-Domestic Rates be accepted;
- the recommendation referred to above be presented to the Special Meeting of Council being held on 25<sup>th</sup> February 2021 for the Striking of the District Rates.

The Chairman stressed the importance of this matter being treated in a confidential manner in advance of the Special Meeting of Council on the 25<sup>th</sup> February 2021 which would deal with the Striking of the District Rates.

Alderman A G Ewart conveyed his thanks to the Chairman and Vice-Chairman of the Committee, all officers, particularly the Chief Executive, Directors, Head of Finance and the Finance Team for their work on the Draft Estimates and his thanks were endorsed by the Chairman and other Members present.

7. Any Other Business - Confidential

7.1 Capital Projects

In response to comments from the Deputy Mayor, Councillor Jenny Palmer, and from Alderman D Drysdale in relation to capital projects, the Chairman advised that these were matters for the Capital Projects Committee to discuss.

Resumption of Normal Business

It was proposed by the Deputy Mayor, Councillor Jenny Palmer, seconded by Councillor A Swan and agreed to come "out of Committee". Normal business and the live-stream were resumed.

There being no further business, the meeting concluded at 7.10 pm.

---

MAYOR/CHAIRMAN