

**LISBURN & CASTLEREAGH CITY COUNCIL**

**Minutes of Meeting of the Corporate Services Committee held in the Council Chamber, Island Civic Centre, The Island, Lisburn on Thursday 11<sup>th</sup> April 2024 at 6.00 pm.**

**PRESENT:**

Alderman O Gawith (Chair)  
Councillor A Ewing (Vice-Chair)  
The Right Worshipful The Mayor  
Councillor A Gowan  
Deputy Mayor  
Councillor G McCleave  
Aldermen A Ewart MBE, M Guy and H Legge  
Councillors T Beckett, P Burke, K Dickson, N Eaton,  
A Givan, B Higginson, C Kemp and The Hon N Trimble

**OTHER MEMBERS:**

Alderman A Grehan  
Councillor G Hynds

**IN ATTENDANCE:**

Director of Finance & Corporate Services  
Director of Organisation Development & Innovation  
Director of Regeneration & Growth  
Head of Assets  
Head of Corporate Communications & Administration  
Head of Finance  
Head of Planning & Capital Development  
Capital Accountant  
Member Services Officers (RN & BS)

**Commencement of Meeting**

The Chair welcomed those present to the meeting and advised that it would be audio recorded unless the item on the agenda was to be considered under confidential business.

The names of those Elected Members in attendance at the meeting were read out by the Member Services Officer.

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

The Director of Finance & Corporate Services proceeded to outline the evacuation procedures in the case of an emergency. Finally, the Chair 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.

1. Apologies

Apologies for non-attendance at the meeting were accepted and recorded on behalf of Councillors R Carlin and U Mackin.

2. Declarations of Interest

The Chair 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 D-Day 80: 6 June 2024

Aldermen A Ewart, A Grehan and H Legge entered the Chamber during this item of business. (6.06 pm)

3.1.1 Progress Report

In addition to the narrative report, copies of the undernoted items had been provided and were duly noted:-

- minutes of meeting of the D-Day Working Group held on the 20<sup>th</sup> March 2024;
- the rolling D-Day Programme and required budgets (as of March 2024);
- Equality screening document.

### 3.1.2 Additional Events

The Right Worshipful The Mayor, Councillor A Gowan, advised of two additions that he would wish to have made to the programme of events, namely:-

- the illumination of the LVI building on the day of the Beacon lighting, ie 6<sup>th</sup> June 2024;
- the reallocation of the underspend in the budget that had been set aside for small grants associated with the D-Day commemorations, such a reallocation to be directed to the Museum Service so that financial assistance might be provided to schools to enable them to have pupils brought into Lisburn City Centre for the D-Day commemorations on the 6<sup>th</sup> June 2024. This underspend had been reported to the Communities & Wellbeing Committee on the 9<sup>th</sup> April 2024. That committee had agreed that a request for the reallocation of the underspend be presented to the Corporate Services Committee on the 11<sup>th</sup> April 2024.

On a Proposal made by The Right Worshipful The Mayor, Councillor A Gowan, and seconded by Alderman H Legge, it was unanimously agreed that the two additions referred to above be accepted.

#### 4. Any Other Business – Non-Confidential

There were no items of a non-confidential nature raised.

#### 5. Confidential Report from Director of Finance & Corporate Services

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

##### 5.1 Report on Tender Awards

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

Redacted report to be available following ratification and signing of contracts.

##### 5.2 Management Accounts – Period 11 of 2023/2024

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

Redacted report to be available following full Council meeting on 23<sup>rd</sup> April 2024.

5.3 Capital Programme Update

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

Report will never become available.

In Committee

It was proposed by Councillor A Givan, seconded by Councillor A Ewing and agreed that the Confidential Report of the Director be considered “in Committee”. (Recording was paused at this stage in proceedings.)

5.1 Report on Tender Awards

Presented by the Head of Assets.

The Head of Assets corrected typographical errors in Tender T23/24-022 – “Framework for Select List of Graphic Design Services”.

It was proposed by Councillor A Givan, seconded by Councillor B Higginson and agreed to recommend that – subject to the corrections in T23/24-022 - the tenders awarded in regard to the following contracts, together with the attendant tender reports, be noted:-

- T23/24-022 - Framework for Select List of Graphic Design Services;
- T23/24-021 – Aghalee Traffic Calming Works;
- T23/24-016 – Planned Preventive Maintenance Inspections for Legionella Prevention;
- T23/24-023 – Framework of Photographic Services.

It was further agreed to recommend that the signing and sealing of the Tender documents be approved.

5.2 Management Accounts – Period 11 of 2023/2024

Presented by the Head of Finance.

The Management Accounts for the period ending the 29<sup>th</sup> February 2024, together with an extensive narrative report by way of explanation, were provided.

Officers responded to Members’ questions.

It was proposed by Councillor N Trimble, seconded by Councillor N Eaton and agreed to recommended that the Management Accounts for Period 11 of 2023/2024 be noted.

5.3 Capital Programme Update

Presented by the Head of Planning & Capital Development.

In addition to the narrative report, the Capital Programme review as of March 2024 had been provided. Such a report would be presented to the Committee on a quarterly basis.

Officers responded to Members' questions.

It was proposed by Councillor N Trimble, seconded by Alderman H Legge and agreed to recommend that:-

- the current financial position of the Capital Programme as of March 2024 and as outlined in the report, is agreed;
- the current position whereby there are no movements of projects to Phase 2 of the Programme but that there are a number of projects in the process that will come forward during the current financial year, is noted.

6. Any Other Business – Confidential

There was no other confidential business raised.

Resumption of Normal Business

It was proposed by Councillor A Givan, seconded by Councillor N Trimble and agreed to come "out of Committee". Normal business and audio recording were resumed.

7. Any Other Business

There were no further items raised.

The meeting concluded at 6.49 pm.

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MAYOR/CHAIR