



MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE OPERATIONS COMMITTEE HELD IN ANTRIM CIVIC CENTRE ON MONDAY 3 APRIL 2017 AT 6:30 PM

- In the Chair** : Councillor J Montgomery
- Members Present** : Aldermen - T Burns, M Girvan, and J Smyth
Councillors - M Goodman, D Hollis, N Kelly, R Lynch, M Magill, V McWilliam, M. Rea, L Clarke and D Ritchie
- Non-Committee Members Present** : Councillors – J Blair, P Michael, N McClelland and B Webb
- Officers Present** : Director of Operations - Ms G Girvan
Head of Leisure - Mr I McMullan
Head of Waste Management - Mr M Laverty
Head of Arts & Culture - Ms U Fay
Head of Environmental Health - Mr C Todd
Media and Marketing Manager - Ms N McCullough
Media and Marketing Officer – Ms V Walsh
ICT Officer - Mr J Higginson
Member Services Officer - Mrs D Hynes

CHAIRMAN'S REMARKS

The Chairman welcomed everyone to the April Operations Committee Meeting. He reminded all present of recording requirements.

1 APOLOGIES

Alderman Barr

2 DECLARATIONS OF INTEREST

Item 3.5 – Alderman Burns

3 REPORT ON BUSINESS

3.1 AC/HE/17 NORTHERN IRELAND LINEN BIENNALE 2018

Correspondence had been received from the R-Space Gallery in Lisburn, a copy of which was circulated for Members' information. The email received provided an overview of an exciting new project which is being funded by both the British Council and Arts Council of Northern Ireland, which is in its early planning stages. An introduction to the project 'Northern Ireland Linen Biennale 2018' was also circulated.

The Northern Ireland's Linen Biennale 2018 will celebrate the past, present and future landscape of linen through an extended arts festival with Lisburn at its hub. It is hoped that the project will be Northern Ireland wide and will be enhanced by collaboration between all the Councils. The project aims to stimulate new thinking about linen through a festival of arts, craft and design, exhibition, installations and performances over 3 months.

Festival organisers requested Councils interested in being associated with or participating in the event to confirm their interest. Given the very strong links to linen throughout the Borough it was proposed that the Council express an interest in participation in the Northern Ireland Linen Biennale in 2018 with further developments to be reported to future meetings of the Committee.

Proposed by Alderman Smyth
Seconded by Councillor Clarke and agreed that

the participation of the Council in the Northern Ireland Linen Biennale in 2018 be approved with any further developments on the project to be reported back to future meetings of the Committee.

ACTION BY: *Ursula Fay, Head of Arts & Culture, Operations Department*

3.2 AC/ACG/5 ULSTER PIPE BAND CHAMPIONSHIPS 2017 ANTRIM CASTLE GARDENS

Members were reminded that it was agreed at the Committee meeting in December 2015 to host the 2016 Ulster Pipe Band Championships in Antrim Castle Gardens on 23 July 2016 at a cost of £12,000 plus in kind support to the value of £5,000.

It was subsequently reported to the Committee in September 2016 that correspondence had been received from the Royal Scottish Pipe Band Association (Northern Ireland) (RSPBANI) showing their thanks and appreciation to the Council for hosting the event, which proved extremely successful with numbers attending at 6,000 significantly exceeding their expectations of 3,000 spectators. It was agreed at this meeting that the RSPBANI be invited to hold their 2017 event in Antrim Castle Gardens.

Following discussions with the RSPBANI they had requested that the 2017 Ulster Pipe Band Championships be held in Antrim Castle Gardens on Saturday 22 July 2017 and that a financial contribution of £12,000 plus in kind support to the value of £5,000 in the form of staffing, stewarding, litter collection another supporting services be considered.

Members were asked to note that this date does once again clash with the 2017 Antrim Agricultural Show however officers will engage with Antrim Show organisers and RSPBANI officials to ensure that the two events are supported with adequate traffic management and car parking provision, and a cross promotional marketing campaign aims to achieve cross over for both events. Antrim Show had requested use of Central Car Park for a Park and Ride facility on the day and this is the subject of a separate report.

Proposed by Councillor McWilliam
Seconded by Councillor Ritchie and agreed that

the hosting of the Ulster Pipe Band Championships in Antrim Castle Gardens on 22 July 2017 at a cost of £12,000 plus in kind support to the value of £5,000 be approved.

ACTION BY: *Ursula Fay, Head of Arts & Culture, Operations Department*

3.3 L/P/BIO/11 SUSTAINABLE NORTHERN IRELAND FUNDING REQUEST

Council had received a letter from Sustainable Northern Ireland (SNI), requesting financial support. Each of the 11 Councils were being asked to consider the request (circulated).

Sustainable NI is a registered charity established in 1997, to assist local Councils, the community and voluntary sector, central government departments and agencies, non-departmental public bodies, the business sector and the public in understanding, promoting and encouraging the adoption of sustainable principles in all aspects of our lives.

Council has a statutory duty to contribute to sustainable development under the Northern Ireland (Miscellaneous Provisions) Act 2016 and the community planning component of the 2014 Local Government Act.

Council has demonstrated its statutory duty through themes in its Corporate Plan; of Place, People and Prosperity, which are key elements of sustainability. This commitment to sustainable development has been displayed through Council's work in energy conservation, recycling, park management, economic development, community planning and well-being projects. Council approved £5,000 in 2016/2017 subject to all councils contributing and this was subsequently confirmed and funding released.

The financial assistance requested is again £5,000 for 2017/18 and Council would receive generic support and assistance which is offered to all local authorities. Further to this, SNI had offered to meet with officers to develop specific additional services, such as training for staff and members.

Proposed by Alderman Girvan
Seconded by Councillor Lynch and agreed that

Council approves support for Sustainable Northern Ireland for 2017/18 at a cost of £5,000, subject to the other 10 councils agreeing support.

ACTION BY: *Lindsay Houston, Biodiversity Officer*

3.4 L/CP/1 VOL 4 REQUEST FOR USE OF COUNCIL CAR PARK, ANTRIM SHOW

The 2017 Antrim Show is scheduled for Saturday, 22 July at Shane's Castle Estate. The secretary of Antrim Show had requested that Council considers the potential of having a park and ride facility at Central Car Park on Show Day.

Antrim Show will clash again this year with the Ulster Pipe Band Championships, scheduled to take place at Antrim Castle Gardens on the same day. Officers have worked with the organisers of the Pipe Band Championships to establish if the date could be changed. However, despite being very amenable to the request to change the date, the organisers have not been able to change it as the annual programme of competitions that they are involved in with other participants means that this has not been possible.

Managing car parking is an important part of event management at Antrim Castle Gardens and both Central and Castle Street car parks, as those closest to the Gardens, would be used for parking for the Ulster Pipe Band event. There is however potential for Antrim Show to use the Dublin Road/Bridge Street car park (also transferred to Council) as a park and ride facility. This car park has 195 car parking spaces.

A joint parking plan for both events with adequate signage and pre-promotion should help to assist parking for visitors. There was also an opportunity to cross market the events so that each can potentially benefit from visitors to the other.

Proposed by Councillor Kelly
Seconded by Alderman J Smyth and agreed that

Officers liaise with the organisers of Antrim Show to establish the need being met and to identify other possible locations for the requested park and ride facility to more effectively manage traffic in the Dublin Road/Randalstown Road area on the 22nd July. A report to be brought to April Council.

ACTION BY: *Geraldine Girvan, Director of Operations*

Alderman T Burns declared an interest in item 3.5 and left the chamber at this point.

3.5 L/LEI/2 LEISURE GRANT AID PROGRAMME

A total of 23 leisure grant applications had been received since the last call.

Applications had been scored and recommendations were circulated.

Grant Aid request - Totals to 31st March 2017

Grant	Received to date	Overall Budget Available	Approved spend to date	April requests
Capital Grants for Sports Clubs (£20,000)	2	4 x £20,000 grants awarded annually (£10k p.a. for 2 yrs) = £40,000	Moneyglass Boxing Club (approved) £10,000 2 nd Instalment. Antrim Boxing Club (approved) £10,000 2 nd Instalment. Ballyclare High School pilot (approved) £4,000 £16,000	Nil
Club Minor Works Grants – between £5,000 - £20,000	1	£50,000	£16,002	£3,500
Grants to Individuals and Clubs	13	£35,000	£52,698	£8,694
Events Grant (exceptional/regional)	1	£25,000	£39,993	£13,984
Events Grant (local)	1	£20,000	£1,536	Nil
Defibrillator grant	1	Lions Club budget dependent	£1,857	£1050
TOTAL		£170,000	£132,087	£27,228
Total spend 2016/2017				£159,316
Elite Athlete Training Bursary	1	12 Available	18 (Limit amended)	2

Numbers of applications within the categories may vary and Officers would report any proposed amendments to category totals at the mid-point of each financial year and at year end. Having reviewed applications for 2016-2017 it was recommended that the Minor Works budget be reduced by £5,000 and the defibrillator budget be increased by £5,000.

Proposed by Alderman Smyth
Seconded by Councillor Kelly and agreed that

- (i) approval be given for awards as detailed and
- (ii) that the Minor Works category be reduced to £45,000 and a budget of £5,000 be allocated to defibrillator provision.

ACTION BY: *Richard Stewart, Development Manager - Sport & Physical Activity*

Alderman T Burns returned to the chamber at this point.

3.6 WM/GEN/01 WASTE MANAGEMENT PERFORMANCE REPORT

WASTE TREATMENT:

Council has two statutory waste targets that have to be complied with and they are as follows:

1. Recycle 50% of all household waste by 2020;
2. Limit the landfilling of biodegradable waste to no more than 16,788 tonnes in 2020.

Under the Landfill Regulations (Northern Ireland) 2003, Council submits waste data returns to the Northern Ireland Environment Agency (NIEA). These are completed on a quarterly basis throughout the year and are used by the NIEA to calculate Council's recycling rate and compliance with the landfill diversion targets i.e. Northern Ireland Landfill Allowance Scheme (NILAS).

The waste data submission for the October to December 2016 quarter has been submitted although formal verification by DAERA has not been completed and the data therefore could be subject to change. The waste data for this quarter is shown below compared to the previous year:

	Oct- Dec 15		Oct- Dec 16	
Total Household Waste Arisings	17,841		18,162	
Household Waste Arisings to Recycling	7,810	43.5%	8,084	44.5%
Household Waste Arisings to Recovery	1,922	11%	2,602	14.5%
Household Waste Arisings to Landfill	8,109	45.5%	7,476	41%
Total Local Authority Collected Municipal Waste Arisings*	19,602		20,962	
Municipal Waste Arisings to Recycling	8,683	44%	10,004	47.5%
Municipal Waste Arisings to Recovery	2,004	11%	2,750	13.5%
Municipal Waste Arisings to Landfill	8,915	45%	8,208	39%

* Local Authority Collected Municipal Waste is ALL the waste that the Council collects i.e. commercial, street sweepings, recycling centres as well as household waste.

The data showed that while the amount of waste created in the Borough continues to rise Council has been able to divert increasing quantities away from landfill to recycling or recovery treatment options which have greater environmental benefits.

In the quarter October-December 2015, Council landfilled 5,092 tonnes of biodegradable waste which counts towards its NILAS allocation. This had decreased during the same period in 2016 to 4,683 tonnes. It was envisaged that Council would comply with its NILAS allowances for 2016/17, with a predicted 90% of the Council's allowances used

MISSED BINS:

Council has a Key Performance Indicator to ensure that 99% of bins are collection on the correct day. Every day Council and its contractors complete approximately 13,000 bin collections and this equates to nearly 3 million per annum. During October-December 2016 Council collected over 99.9% of bins on the designated day.

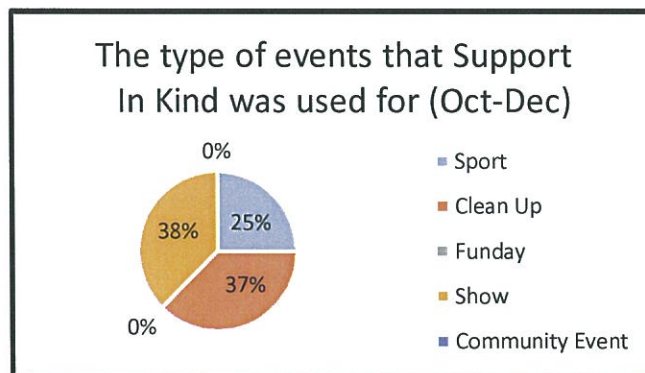
Those bins recorded as missed are where the Council is deemed at fault and the bins will have been collected by the Waste Section if the resident reports the issue within 24 hours of their designated collection day.

SUPPORT IN KIND REQUESTS:

The Waste Management section operates a Support in Kind scheme for local organisations or individuals. Members were reminded that this service provides litter pickers, black bags, gloves, etc for community clean-ups, assistance at events, etc. The applications generally relate to requests for waste collection and disposal activities, although portable toilets are also included in the scheme.

In the quarter October-December 2016, Council supported 8 events with Support in Kind requests, which was an increase 6 on the same period last year. Three of the events were local community litter picks with over 100 volunteers participating.

The graph below shows the breakdown of the type of events that were supported through the Support in Kind scheme in this quarter.



Proposed by Councillor McWilliam
Seconded by Councillor Clarke and agreed that

the report be noted.

NO ACTION

3.7 AC/EV/14 PROVISION OF CATERING SERVICES AT OUTDOOR EVENTS

Members were reminded that as part of the Corporate Improvement Governance Framework there is a Project Team with responsibility for the following corporate improvement objective:

“We will seek to maximise tourism opportunities and have a strong arts and cultural economy.”

As part of this the team had been reviewing provision of outdoor events, which are currently delivered by a number of council sections and teams, and have identified the provision of catering services at such events as one area where an improved as well as streamlined service delivery could be achieved through a joint approach to the procurement of quality catering suppliers for all events over the remaining term of the Council. This joint approach could also achieve significant efficiency savings in terms of time and administration.

The provision of catering in the form of food and drink mobile units is an essential support service for the vast majority of outdoor events and a key ingredient in the event experience provided by the Council. Therefore it is vital that it is of the highest quality and reflective of the Council brand whilst also an opportunity for the Council to support local business and the economy through provision of trading opportunities. However it is a highly competitive market place and brings risk of challenge as opportunities are limited in the context of the number of potential suppliers available and the number of available opportunities.

It was proposed to carry out a tender exercise to establish a select list of catering suppliers who can be offered the opportunity to support the various outdoor events delivered by all Council event teams and sections throughout the Borough up until March 2019. As part of this exercise clear selection criteria and process would be established to ensure openness, transparency and fairness is applied in selecting catering suppliers. This approach would also ensure that the highest quality catering provision forms part of the Council event experience, as we would be insisting on suppliers having a 5 star food hygiene rating, whilst also promoting local business and supporting the economy.

A report on the outcome of the tender exercise will be reported to the Committee in June for approval.

Proposed by Alderman Girvan
Seconded by Councillor Magill and agreed that

the report be noted.

NO ACTION

3.8 AC/GEN/41 RECOVERY - A VETERANS PHOTOGRAPHIC EXHIBITION

Members were advised that in partnership with Combat Stress, one of the UK's leading Veterans' mental health charities, an additional photography exhibition called 'Recovery' is being held in Museum at the Mill and Clotworthy House throughout April 2017. A leaflet which included further detail of the project was circulated for Members' information.

The exhibition opens at Mossley Mill on 3 April and is there until Saturday 15 April before it moves to Clotworthy House where it will be running from Tuesday 18 April until Sunday 30 April.

The exhibition features 31 photographic images, which have been created by veterans as part of a recovery programme they have been participating in to combat various mental health conditions such as anxiety, depression and PTSD. The images are a testimony to each individual's determination to overcome their mental ill health.

The group hoped that the exhibition would help raise awareness and understanding of mental ill health but more importantly relay a message that with the right support and treatment recovery can be achieved. 'Recovery' is another example of the therapeutic benefits of the arts as treatment form for various mental health conditions.

Proposed by Councillor Kelly
Seconded by Councillor Ritchie and agreed that

the report be noted

NO ACTION

3.9 L/P/BIO/6 IMPROVEMENT PROPOSAL IN PARTNERSHIP WITH WOODLAND TRUST – NEWTOWN ABBEY WAY

Members were reminded that approval was given in 2016 for Council to contribute £20,000 from existing budgets for a regeneration project in the Monkstown Wood area.

Working in partnership with the Woodland Trust, an application for funding was submitted through Biffa's Landfill Tax Credits Scheme.

The application had been successful and the project including improvements to existing paths, installation of new paths, improved access and development of opportunities to increase user numbers and engage with local community would proceed. Total proposed cost is £70,000

Proposed by Alderman Girvan
Seconded by Councillor Clarke and agreed that

the report be noted.

NO ACTION

3.10 AC/GEN/45 DEA FUNDING PROGRAMME – ANTRIM LIVE

Members were reminded that following approval of funding through the DEA funding plan 2016/2017 Antrim Arts Festival was devised for which a budget of £20,000 was allocated.

The festival went ahead on Friday 24 February and Saturday 25 February and was branded "Antrim Live". The event programme over the two days included:

- Artisan Craft Market.
- Twilight Market.

- Baby Raves.
- Comedy Night.
- Living History at Pogues Entry.
- Street Theatre.
- Live Music including the cast of Annie Jr. and the Community Choir.

A detailed evaluation of Antrim Live was circulated for Members' information as well as the Antrim Live promotional brochure.

The event was received very well with the footfall figures reaching 16,500 visits to the town over the two days of the festival compared to 12,300 for the previous year – an uplift of 34%. Included within the evaluation was a budget breakdown which shows the net cost of Antrim Live as £18,027.

Given the success of this first Antrim Live, officers are exploring the potential to deliver the festival again in 2017/2018.

A short video summarising the event was shown to members.

Proposed by Councillor Ritchie
 Seconded by Alderman Smyth and agreed that

the Antrim Live evaluation report be noted.

NO ACTION

3.11 WM/WM/24 FAIRTRADE FORTNIGHT EVENTS

Members were reminded that Council supports the Fairtrade campaign and has achieved Borough status for its work promoting the use of fairly traded products. The Fairtrade Campaign aims to ensure that farmers in the developing world are offered fair prices for their produce. This sustainable price for the produce allows the farmers and their workers to invest in their communities with the money often used to improve health and education services.

Fairtrade Fortnight is an annual event to promote the use of branded fairly traded products. This year, Fairtrade Fortnight ran from 27 February until 12 March and Council promoted the event in a number of ways, including social media messages and adverts in bus shelters across the Borough.

In addition pupils from local primary schools took part in a 'Great Fairtrade Bake off' in the Theatre at the Mill. During the event, which was attended by the Mayor, the pupils made muffins using Fairtrade accredited ingredients. A chocolate farmer, Heyde Picado, from Nicaragua also attended the event and she was able to show the pupils how selling her chocolate through a Fairtrade co-operative allowed her community to build a new school, health centre, and improve roads in their town. Photographs from the event are shown below, which received very positive feedback from the teachers in attendance.



Proposed by Councillor McWilliam
Seconded by Alderman Smyth and agreed that

the report be noted.

NO ACTION

3.12 AC/GEN/10 BOROUGH ARTS AND CULTURAL ADVISORY PANEL

Members were advised that the final quarterly meeting of the Borough Arts and Cultural Advisory Panel (Arts Panel) of 2016/17 was held in Theatre at The Mill, Mossley Mill on Wednesday 8 March 2017 and the minutes were circulated for Members' information.

At this meeting the Summer 2017 performing arts programmes for Theatre at The Mill, The Old Courthouse and The Courtyard Theatre were presented and agreed by the Panel and were circulated for Members' information. In addition the Autumn 2016 and Christmas theatre programmes were reviewed with ideas for the same period of the current year including Christmas 2017 show options discussed. Draft autumn programmes, including the Christmas 2017 theatre offer, will be brought to the next Arts Panel meeting in June.

The Panel also received an update on the Arts Challenge Fund Project Plan, which had been approved by the Operations Committee at its March meeting and notified that, subject to final ratification by the Council at its meeting on 27 March, would be submitted to the Arts Council of Northern Ireland as part of the Councils application to the Arts Challenge Fund by 31 March 2017.

Proposed by Alderman Smyth
Seconded by Councillor Clarke and agreed that

the minutes of the meeting of 8 March 2017, including summer programmes for the three theatres, be noted.

NO ACTION

3.13 L/LEI/AC/3, L/LEI/AC/4 Vol. 1, 2 EVERYBODY ACTIVE 2020: STRAND 3 OUTDOOR SPACES – ‘ENABLING’

Members were reminded that information on Sport Northern Ireland's new "Outdoor Spaces" small-scale capital funding programme was discussed at the January meeting of Committee. The programme aims to develop new outdoor recreation facilities and infrastructure across Northern Ireland. The scheme seeks to break down barriers to participation in sport and physical activity, whilst making green, open spaces more accessible to local communities.

Officers had reviewed the Open Spaces across the Borough and had identified Crumlin Glen as the facility which had the greatest need for improvement in access due to the condition and steepness of paths, and potential to open up the area to many more users in keeping with the draft Leisure Strategy.

An application had been submitted to Sport NI which, if successful, would fund upgrading of a number of existing short, informal pathways within the Glen, to encourage people (particularly people with prams, older people and those with mobility issues), to access the facility for outdoor physical activity.

The works would involve the following:-

- upgrading of approximately 1,720 metres of trails within the site, to include design, resurfacing, repairs, replacement fencing, arboricultural and regrading works, connecting to both existing and planned facilities and attractions on the site (circulated Appendix 1);
- design and installation of 6 No. fingerposts at key points throughout the town;
- design and installation of 6 No. colour-coded waymarker posts within the Glen;
- installation of multi-use visitor counters (car, and pedestrian/cycle) at key access points.

The total cost to implement the scheme (including professional fees) was estimated to be in the region of £██████████, with a request for Sport NI to fund £██████████ (ie 50%).

If successful, and subject to Council approval, the balance of funding could be met from other applications to, for example, GROW and Peace IV, with some match funding by Council through the capital programme.

Proposed by Alderman Smyth
Seconded by Councillor Magill and agreed that

the report be noted and officers to prioritise improvements to disabled access.

ACTION BY: Elaine Upton, Countryside & Physical Activity Development Manager

3.14 CE/GEN/60 BUSINESS PLAN UPDATES

Members were reminded that departmental Business Plans were approved in June 2016.

Progress updates as at quarter three for Arts & Culture, Environmental Health, Leisure Services and Waste Management were circulated for Members' attention.

Proposed by Councillor Ritchie
Seconded by Councillor Clarke and agreed that

the updated Business Plans for Arts & Culture, Environmental Health, Leisure Services and Waste Management be noted.

NO ACTION

ANY OTHER RELEVANT BUSINESS

- (1) Councillor Rea requested that Officers review a request for free use received from the Boys Brigade in relation to for a reception on Friday 15 September 2017.

On the proposal of Councillor Kelly and seconded by Alderman Smyth it was agreed that

Officers address this request in the normal way through the free use policy.

ACTION: Ursula Fay, Head of Arts and Culture

The undernoted supplementary items were considered at this point.

3.19 SUPPLEMENTARY REPORT L/CP/1/VOL4 ANNUAL BALLYCLARE FAIR

The annual Ballyclare May Fair takes place this year between 21st and 28th 2017. In order to facilitate this annual event, the car parks at the Square, Ballyclare and Harrier Way need to be closed for the week long duration of the May Fair. A 'Change Control Note' is required to accommodate the closures for the event and to facilitate Transport NI communication with the car park contractor.

The change control note was circulated.

Proposed by Alderman Girvan
Seconded by Councillor McWilliam and agreed that

Approval be granted for the closure of the Ballyclare Car Parks (the Square and Harrier Way) to facilitate the annual Ballyclare Fair.

ACTION BY: Ivor McMullan, Head of Leisure

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Councillor Ritchie
Seconded by Councillor Lynch and agreed that

the following Committee business be taken In Confidence.

ITEMS IN CONFIDENCE

3.15 IN CONFIDENCE WM/WM/5 ARC21 JOINT COMMITTEE PAPERS

As agreed at the November (2015) meeting of Council, the papers for the arc21 Joint Committee Meeting were circulated for:

- March 2017

Members were reminded that these documents are confidential and may be legally privileged or otherwise protected from disclosure so therefore Members should not disclose this information to any third party and the information must be kept secure.

Proposed by Alderman Smyth
Seconded by Councillor Goodman and agreed that

the papers be noted.

NO ACTION

3.16 IN CONFIDENCE AC/GEN/38 CATERING SERVICES AT MOSSLEY MILL

Members were advised that the contract for provision of catering at Mossley Mill was for the period 1 January 2015 to 31 December 2017 with an option to extend for a further 2 years, subject to review and performance.

Having reviewed the contract and taken on board informal feedback from Members and staff, officers did not propose to extend the existing contract.

In the meantime, officers would consider the options available to Council going forward - to bring the services in-house or to carry out a competitive tender exercise.

Surveys would be carried out to inform the specification of whichever model Council chose going forward.

Proposed by Alderman Smyth
Seconded by Councillor Lynch and agreed that

that Officers complete a survey of customers with a report to Committee in due course.

ACTION BY: Ursula Fay, Head of Arts & Culture, Operations Department

3.17 **IN CONFIDENCE** TQ/625 **KERBSIDE ORGANICS COLLECTION SERVICE**

Members were advised that the kerbside organics collection service contract with Avenue Recycling is due to expire on 30 April 2017 (with an option to extend for a further 2 x 1 years).

Officers are in the process of working through a Waste Plan for the Borough and a six month extension would allow for greater flexibility with progressing this plan. The contract would then be reviewed in 6 months.

Proposed by Councillor Kelly
Seconded by Councillor Ritchie and agreed that

the contract for the Kerbside Organics Collection Service be extended for a further period of 6 months to 31 October 2017 at the tendered rates.

ACTION BY: Julia Clarke, Senior Procurement Officer

3.18 **IN CONFIDENCE** L/LEI/6 **UTILISATION OF HAZELBANK PAVILION BY MOSSLEY MEN'S SHED**

Following consideration by the Community Planning and Regeneration Committee, and subsequent decision by Council in October, that the potential for storage and workshop facilities for Mossley Men's Shed be investigated at Hazelbank Pavilion, meetings had been held with the group. As a result, an area adjacent to the Hazelbank Pavilion had been confirmed as being a suitable location to provide facilities.

The Capital Projects team had examined a range of options for units available on the market and had identified one which meets the group's needs to safely use power tools, with extraction, heating, and ventilation. The estimated cost for the purchase and installation is £[REDACTED]. It is anticipated that it would be used by 5-7 adults at any one time. The details of the unit are set out below.

Solution which meets the needs of the group	Estimated Cost	Estimated monthly rental income*
9m x 6m anti-vandal modular container manufactured to high security specification with: Steel door and locking system Windows – (tilt and turn) and shutters Ceiling and walls insulated and vinyl faced PVC floor covering 2 heaters Electric lights and switches Dado computer trunking Emergency lighting	Cost to supply and install £[REDACTED]	£[REDACTED]

* pending valuation arrangements being finalised

The group provides valuable opportunities for men aged 60+ to meet, socialise and work on projects of value to the local community.

Members were advised that if the purchase and installation of the unit was approved, details of the final costings and arrangements would be reported to Committee.

Proposed by Councillor Kelly
Seconded by Councillor Clarke and agreed that

the matter be deferred pending a further more detailed report for consideration in due course.

ACTION BY: Ivor McMullan, Head of Leisure

Alderman Burns and Councillor Michael left at this point of the meeting.

3.20 IN CONFIDENCE SUPPLEMENTARY REPORT FI/PRO/QUO/138 QUOTATION FOR A CATERING SERVICE AT VALLEY LEISURE CENTRE & V36 Contract Period 1 April 2017 to 31 March 2020 (with an option to extend for a further two periods of 12 months subject to review and performance)

One quotation for the provision of a catering service at Valley Leisure Centre & V36 was received, opened on 21st February and referred to the Evaluation Panel for assessment. The one quotation received was evaluated on a two stage basis as follows:

STAGE 1 – SELECTION STAGE

The quotation was evaluated using criteria including mandatory exclusion, economic and financial standing, previous relevant experience, team experience, management systems and practices and declarations and form of tender. The quotation met the requirements of Stage 1 of the assessment and proceeded to Stage 2.

STAGE 2 – AWARD STAGE

Technical/Commercial Assessment

The quotation was evaluated on the basis of service delivery proposals (70%) and annual fee payable (30%).

Details of the stage 2 assessment are as follows:

Service Provider	Total Annual Fee Payable for Initial Contract Period (£)(Excl. VAT)	Score Achieved
Café Aroma	2,700.00	86%

With score of 86%, Café Aroma was appointed to provide catering services at Valley Leisure Centre and V36 for the period 01 April 2017 to 31 March 2020 (with

an option to extend for a further 2 periods of 12 months, subject to review and performance).

Proposed by Alderman Smyth
Seconded by Councillor Magill and agreed that

the report be noted.

ACTION BY: Sharon Logue, Procurement Manager

PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'

Proposed by Councillor McWilliam
Seconded by Councillor Magill and agreed that

the remainder of Committee business be taken in Open Session.

The Chairman advised that audio-recording would recommence at this point.

There being no further committee business the Chairman thanked everyone for their attendance. The meeting concluded at 7.44pm.

MAYOR

Council Minutes have been redacted in accordance with the Freedom of Information Act 2000, the Data Protection Act 1998 and legal advice.

