

June 13th, 2025

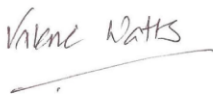
**NOTICE OF MEETING**

You are requested to attend a meeting of the

Mid and East Antrim Neighbourhoods and Communities Committee

to be held on **Tuesday, 17th June 2025 at 6:30 pm** in **Council Chamber, The Braid, 1-29 Bridge Street, Ballymena** and via remote access.

Yours sincerely



Valerie Watts  
Interim Chief Executive, Mid and East Antrim Borough Council

# Agenda

## 1 NOTICE OF MEETING

## 2 APOLOGIES

## 3 DECLARATION OF INTEREST

Members and Officers were invited to declare any pecuniary and non-pecuniary interests, including gifts and hospitality, they may have in respect of items on this Agenda.

## 4 ITEMS FOR CONSIDERATION / DECISION

### 4.1 Presentation from the Paul Hogarth Company on the Audit of the Causeway Coastal Route

Dr James Hennessey, Director at the Paul Hogarth Company will be in the Chamber to present

### 4.2 **\*\*WITHDRAWN\*\*** (13.06.25) Terms of Reference for N&C Committee - to follow

### 4.3 Health Sub-Committee Notes - circulated

📎 *Health Sub Committee Action Notes 29 April 25.pdf*

*Page 1*

### 4.4 Community Resuscitation Update - circulated

📎 *Community Resuscitation Update.pdf*

*Page 4*

### 4.5 Registration of Skin Piercing Businesses - circulated

📎 *Registration of Skin Piercing Businesses.pdf*

*Page 7*

### 4.6 Grant of Outdoor Entertainment Licence - circulated

📎 *Grant of Outdoor Entertainment Licence.pdf*

*Page 9*

### 4.7 Good Relations Letter of Offer 2025/26 - circulated

📎 *Good Relations Letter of Offer 2025-2026.pdf*

*Page 11*

📎 *Appendix 1 - Letter of Offer from The Executive Office.pdf*

*Page 15*

📎 *Appendix 2 - Letter from the Director of Good Relations and TBUC Division.pdf*

*Page 34*

## 4.8 Carrickfergus War Memorial Joymount - Flag Request - circulated

📎 Carrickfergus War Memorial Joymount Flag Request.pdf Page 35

📎 Appendix 1 - Letter from Carrickfergus District Loyal Orange Lodge No 19 - redacted.pdf Page 36

📎 Appendix 2 - Minute extract - requests to fly flags.pdf Page 37

## 5 ITEMS FOR RECOMMENDATION TO COUNCIL

## 6 TABLED QUESTIONS

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*Closed Committee - In accordance with Council policy, representatives of the Press will not be in attendance for this section of the Meeting.*

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## 7 ITEMS FOR CONSIDERATION / DECISION – CLOSED COMMITTEE

### 7.1 Tourism Product Development Strategic Update- circulated

📎 Strategic Tourism Development Activity Update 17 June 2025.pdf Not included

📎 Appendix 1 Ancestral Cottages Animation programme update 2025-26.pdf Not included

📎 Appendix 2 Tourism Product Development Action Plan 2025-2026.pdf Not included

### 7.2 The Gobbins Operational Update - circulated

📎 The Gobbins Operational Update.pdf Not included

### 7.3 Gracehill UNESCO Site Update - circulated

📎 Gracehill UNESCO Accreditation and Future Plans.pdf Not included

📎 Appendix 1 - Press Release.pdf Not included

## 8 ITEMS FOR RECOMMENDATION TO COUNCIL – CLOSED COMMITTEE

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*Open Committee*

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## 9 FORWARD PLAN FOR NEIGHBOURHOODS AND COMMUNITIES COMMITTEE - circulated

📎 NC Committee - Forward Plan Template v30.pdf Page 38

Health Sub-Committee Meeting - Tuesday 29 April 2025 at 2pm via Teams

*Nominated Elected Members: Ald Mrs M Morrow, Ald Ms G Mulvenna, Ald W McCaughey, Ald P Reid, Cllr B Hadden, Cllr B Lyness*

Attendees:  
Officers: Philip Thompson, Catherine Black, Patricia Allen  
Notes: Elsa Doyle

Elected Members: Ald M Morrow, Ald P Reid, Ald W McCaughey, Cllr B Hadden

External Presenters: Alan Marsden, SPPG

Apologies: Tracey McCaig, Ald G Mulvenna

No	Action	By
1.	<b>WELCOME &amp; APOLOGIES</b>  PT welcomed everyone to the meeting and apologies were noted.	
2.	<b>APPOINTMENT OF CHAIR AND VICE CHAIR</b>  It was agreed to postpone the appointment of Chair and Vice Chair until after the AGM in June	
3.	<b>DECLARATIONS OF INTEREST</b>  None	
4.	<b>REVIEW OF PREVIOUS ACTIONS NOTES OF MEETING ON 27 NOVEMBER 2024</b>  Agreed  Ald P Reid asked for an update on the provision for Larne and future plans namely the old Dunnes building. PT advised that DfC colleagues are working with the Regeneration Team in Council and DfC are currently working on a Business Case on the purchase of the old Dunnes building and this could possibly facilitate a minor injuries unit and/or a health and wellbeing centre.	



5.	OVERVIEW OF STRATEGIC PLANNING AND PERFORMANCE GROUP	
5.1	<p><b>Presentation from Alan Marsden Interim Co-Director ICS, Strategic Planning and Performance Group</b></p> <p>PT introduced Alan to the meeting and explained the background of the Committee and how the Committee wanted to learn more about the work of SPPG.</p> <p>Alan gave a background into the SPPG and its 3 core functions.</p> <p><i>Presentation circulated to Elected Members on 29 April 2025.</i></p> <p>Matters arising; -</p> <ol style="list-style-type: none"><li>1. Cllr Hadden raised the issue of local dentistry. And outlined the high numbers of dentists who are now going private resulting in a lack of NHS Dentistry services. Alan acknowledged this and advised that the SPPG are working to provide Dentistry access for people. Cllr Hadden asked what the immediate plans are to try to elevate this problem, Alan was unable to advise on this during the call but will come back to Cllr Hadden regarding this issue and what the current advice is on NHS Dentistry.</li><li>2. Ald Reid updated on Larne and currently they do not have any NHS Dentists that will take on new patients. Alan further advised that he would find out the current advice on this issue. Alan suggested it may be the case that patients may be required to travel to an NHS Dentist however, Ald Reid identified that not everyone has access to their own vehicle or even public transport especially those travelling from Larne to Ballymena or Carrickfergus to Ballymena.</li><li>3. Ald Reid identified issues with obtaining a GP appointment. Alan recognised that this has been a national problem since the Pandemic, Alan advised this issue was a priority for SPPG and local Government.</li><li>4. PT identified that Elected Members are the first point of contact for residents whether it be dentistry queries, GP appointments, hospital car parking etc. and asked how they would navigate the health care system to get answers for residents and is there a stream line system whereby Elected Members could feed into flag up community issues and find the right person to contact. Alan advised that items can be escalated through formal channels or Community Planning Partnerships or Solace. Alan also updated that they work through numerous MLA queries monthly whereby all issues identified have been reported through local MLAs and Parliament.</li><li>5. Cllr Hadden also identified the difficulties Elected Members have finding a point of contact for queries they receive and would possibly be something they should consider putting in place. Cllr Hadden further raised the aspirations that Alan identified on the PowerPoint and asked what measures are in place to ensure the objectives are met. Alan advised that they have a SMT who report to the Chief Operating Officer, and report to Governance and Accountability arrangements within their department. They are all accountable to the Permanent Secretary and ultimately the Minister. They have a Corporate Plan, Directorate Plans, Group Plan and held to account at various levels to deliver on the objectives that</li></ol>	

	<p>are set for the year. Cllr Hadden asked if the quarterly reports are accessible to the public or Elected Members however, Alan advised these reports are not made public.</p> <p>6. Ald Morrow asked if there could be a timeline set out for the aspirations set out in Alans PowerPoint as per Cllr Hadden's comments above. Alan clarified that these are Corporate Goals, and they are held to account on delivery. He confirmed that timelines are in place and realistic timeframes need to be implemented for most of the issues which cross over at Government level. Ald Morrow further indicated that timelines could be given to Elected Members and passed onto the public when certain issues are being discussed. Alan agreed to take this information forward.</p> <p>7. It was identified on the Expenditure for 2023/24 – Trusts slide that only 1.6% of money was spent on Health Promotion and Disease Prevention. Discussions took place around this figure being extremely low and perhaps too low. If more money was spent within this area, then perhaps it would save significant expenditure in other areas.</p> <p>8. A discussion took place around a scheme ran in Scotland with various agencies which allowed figures to be produced, and areas identified as at risk. The group spoke about the figures produced from PHA at the last Health Sub Committee and how those were useful to identify deprived areas.</p> <p>PT passed on his thanks to Alan for joining the meeting and passed on best wishes to Tracey McCaig.</p> <p><i>Alan left the meeting at this point</i></p>	
6.	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>• Check Elected Members for the group and D'Hondt system for appointing Chair and Vice Chair, members to be confirmed after AGM meeting on 2 June</li> <li>• A discussion took place around the potential new health and wellbeing centre being incorporated into the new leisure centre designs and joining up with the Health Service to provide services from one location. Possible site visit to Grove Health and Well being centre or Ballymena Health and Care centre</li> </ul>	
8.	<p><b>Date of Next Meeting</b></p> <p>Tuesday 30<sup>th</sup> September at 2pm</p>	

Meeting terminated at 3.30pm

**Council/Committee:** Neighbourhoods and Communities  
**Date:** 17 June 2025

**Report Title:** Community Resuscitation Update  
**Publication Status:** Open

**Author:** Patricia Allen, Head of Public Protection, Health & Wellbeing  
**Approver:** Philip Thompson, Director of Community

## 1. Purpose

- 1.1. This report is to provide Elected Members with an update with regard to the relocation and registration of Council owned defibrillators.

## 2. Background

- 2.1. In October 2024 the N&C Committee received and approved a new policy and procedures for the provision and maintenance of Council owned defibrillators, coming into operation from April 2025. To provide the wider context on the Community Resuscitation Strategy for Northern Ireland it was proposed to invite Mr. Michael Allen (Community Resuscitation Team Manager, NI Ambulance Service) to make a presentation to the Committee.
- 2.2. The presentation took place on 25 February 2025. A number of Councillors identified specific incidents where they felt relocation of internal devices would be beneficial for local communities. An update was also requested on a related Notice of Motion of 2024.
- 2.3. A response to the requested Notice of Motion update was provided directly following the meeting. This report will outline recent work to relocate devices and the measures undertaken to check and update registration details on The Circuit. The Circuit is the database used by the emergency services to advise on emergency ready defibrillators and how to access them.

## 3. Key Issues for Consideration

- 3.1. There are around 40 Council owned defibrillators, although the number publicly available is currently less (circa 75%) due to a combination of planned replacement, facilities closed/under refurbishment and devices that have been categorised as “unavailable” due to the need to keep them exclusively within facility for users, e.g. poolside devices in leisure centres.
- 3.2. The new policy adopted by Council will centralise responsibility for identifying, categorizing and registering devices. In addition, Council has commenced a programme to replace older devices and assess when relocation to the exterior meets its ambition to ensure better coverage

across the Borough. It should be noted however that the in-house process to replace/relocate devices can take months from when the decision is made until the time when registration details are fully updated. Officers have experienced delays resulting from unexpected supply chain and contractor issues.

- 3.3. Council has recently completed setting up an organizational account on The Circuit where all the devices it owns can be listed alongside the most accurate details, including previously undisclosed information (serial numbers etc.) and updated locations and guardians. During this process previously registered Council-maintained devices remained "live". Going forward this will make it much easier to update the data and add more guardians.
- 3.4. 72% of Council owned devices are currently registered on The Circuit. It had been proposed that all cabinet codes would be unified prior to registration updates, however this decision has been revised in light of resource pressures and to avoid creating further delays. As explained previously a small number of leisure centre devices may never be registered, so Council has a target of 90% registration. Addressing this gap remains a priority.
- 3.5. In regard to the request for two devices to be relocated externally, the device within Ballee Community Centre, has been relocated to an external cabinet and its registration (new location and cabinet code) updated. The device within Sandy Bay Pavillion has been relocated to an external cabinet pitch side and is now registered. Both are therefore now available 24/7 to local residents.

#### **4. General Considerations / Implications**

- 4.1. New and updated registrations will continue to be progressed as quickly as possible. Officers will also prepare a plan for identifying further Council devices for relocation or replacement over the next 30 months.
- 4.2. A total of 5 new defibrillators and cabinets originally provided by the Lowery Family in memory of their son Steven and identified for replacement last year, have now been procured and installed as follows:
  - Ahoghill Community Centre
  - Ahoghill Village
  - Broughshane Community Centre
  - Galgorm & Gracehill Community Centre
  - Cullybackey Community Centre
- 4.3. A further device at Harryville Playing Fields did not need to be replaced as a new defibrillator had already been procured by Council recently and located at the entrance to the Community Centre, significantly improving

access to the device. With the agreement of the Lowry Family commemorative plaques for all of the above have either been relocated with the new devices or will be replaced.

- 4.4. When Waveney Community Centre reopens as planned in August 2025, a new device will be purchased and registered at this location. It will be available 24/7.
- 4.5. Whilst The Gobbins path remains closed to the general public Council will maintain the device on the upper side of the barrier, available 24/7.
- 4.6. Discussions are ongoing in relation to a suitable relocation for the device at Carnfunnock Visitor Centre during refurbishment works, with the intention of maintaining a device for visitors of the country park in tandem with improving accessibility for local residents.

## **5. Proposed Way Forward**

- 5.1. Further updates will be provided as necessary, including the provision of an annual report in accordance with the policy.

## **6. Recommendation or Decision**

- 6.1. Elected Members are asked to note the details within this update.

**Council/Committee:** Neighbourhoods & Communities  
**Date:** 17 June 2025

**Report Title:** Registration of Skin Piercing Businesses  
**Publication Status:** Open

**Author:** Patricia Allen, Head of Public Protection, Health & Wellbeing  
**Approver:** Philip Thompson, Director of Community

## 1. Purpose

- 1.1. The purpose of this report is to seek Elected Members approval for the registration of two businesses under the Council's Skin Piercing Bye Laws.

## 2. Background

- 2.1. Legal Background  
 Under the Local Government (Miscellaneous Provisions) (NI) Order 1985, the Council is responsible for registering and regulating businesses which carry out skin piercing. This can include ear piercing, cosmetic piercing, semi-permanent skin colouring, tattooing, acupuncture and electrolysis.
- 2.2 Skin Piercing Byelaws  
 Mid and East Antrim Borough Council in pursuance of section 90 (c) of the Local Government Act (Northern Ireland) 1972 and Article 14(7) of the 1985 Order set byelaws for the purposes of securing the cleanliness of premises registered under Article 14 of Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985. These byelaws set out the requirements regarding fittings in those premises and of registered persons and persons assisting them and the cleansing and so far as appropriate sterilisation of instruments, materials and equipment used in connection with the businesses of skin piercing activities.

## 3. Key Issues for Consideration

- 3.1. Applications Received  
 An application for registration has been received from the following premises to be registered under the byelaws for a skin piercing practice:
  - Daniel McCallion, Trilogy Alignment, 21a Wellington Street, Ballymena for acupuncture
  - Jacqueline Hood, Body Beautiful NI, 43 Wellington Avenue, Larne for acupuncture.

Inspection of the premises has found that the fittings and facilities were satisfactory. There were also suitable arrangements for ensuring sterilisation of any instruments, materials and equipment used in skin piercing activities. The requirements of Mid and East Antrim Borough Council Skin Piercing Bye Laws 2015 were found to have been fulfilled.

#### **4. General Considerations / Implications**

##### **4.1. Programmed Inspections**

The premises will be inspected routinely to ensure compliance with Council Skin Piercing Bye Laws.

#### **5. Proposed Way Forward**

- 5.1. Officers are satisfied that registration can proceed on the basis that all requirements under the appropriate bye laws in relation to the applications listed within this report have been met.

#### **6. Recommendation or Decision**

- 6.1. Elected Members are asked to grant approval to register the following businesses under the Council's Skin Piercing Byelaws:
- (i) Daniel McCallion, Trilogy Alignment, 21a Wellington Street, Ballymena - for the practice of acupuncture
  - (ii) Jacqueline Hood, Body Beautiful NI, 43 Wellington Avenue, Larne - for the practice of acupuncture

**Council/Committee:** Neighbourhoods and Communities  
**Date:** 17 June 2025

**Report Title:** Grant of Outdoor Entertainment Licence  
**Publication Status:** Open

**Author:** Patricia Allen, Head of Public Protection, Health & Wellbeing

**Approver:** Philip Thompson, Director of Community

## 1. Purpose

- 1.1. The purpose of this report is to seek Elected Members' approval for an entertainment licence for an outdoor concert event.

## 2. Background

- 2.1. Council is responsible for the issuing of Entertainment licences under the Local Government and Miscellaneous Provisions (NI) Order 1985. The purpose of issuing a licence to have entertainment is to ensure that members of the public attending entertainment venues are safe, that the premises are fire safe and that any noise from the entertainment does not cause a nuisance to neighbouring properties.
- 2.2. When an application is made to Council, licencing officers undertake both a physical inspection of the building and a series of documentation checks, such as fire and electrical certification, to ensure that the building is safe to facilitate entertainment events. Additionally, statutory partners such as the Police Service NI (PSNI) and the NI Fire and Rescue Service (NIFRS) are consulted regarding disturbance and fire risk.

## 3. Key Issues for Consideration

- 3.1. The following application for the grant of an entertainment licence has been received.

Applicant	Premises	Address	Type of entertainment	Days and times applied for	Type of licence
Positive Carrickfergus	Shaftesbury Park	Joymount, Carrickfergus	Music, singing and dancing	12:00- 18:00 Saturday 9 August 25	Occasional outdoor

- 3.2. As per the normal procedure, the PSNI and the NIFRS were consulted regarding the application. The PSNI has no objections, and the NIFRS are awaiting final risk assessments and details for the event before providing



their response. A public notice was also placed in a local newspaper advising of the intention to apply for the entertainment licence and inviting anyone to make representations to Council within 28 days. An update on consultations will be provided at the Committee meeting.

- 3.3. The Licensing Team has been working with the applicant to ensure that they have appropriate documentation and risk assessments in place for the event. A visit will be made by Environmental Health officers to view the final set up of the site, and also during the event to ensure the licence conditions are being met.
- 3.4. A separate application has been made to the Parks Department regarding permission to use Shaftesbury Park for the event.

#### **4. General Considerations / Implications**

- 4.1. It is important that the Council is seen to have a fair and transparent process for dealing with applications for entertainment licences and ensuring that all appropriate views and information are considered during the process.

#### **5. Proposed Way Forward**

- 5.1. The Public Protection, Health and Wellbeing department is satisfied that these premises should be granted an occasional entertainment licence, subject to there being no unresolved objections, a satisfactory final site visit and all necessary procedures and certifications are in place.
- 5.2. Under the Council's Scheme of Delegation, the Committee is authorised to make the following decision to grant and issue the licence under Article 3 Local Government and Miscellaneous Provisions (NI) Order 1985.

#### **6. Recommendation or Decision**

- 6.1. Elected Members are asked to approve the grant of an occasional outdoor entertainment licence for the following:
  - (i) Positive Carrickfergus Concert at Shaftesbury Park Carrickfergus

<b>Council/Committee:</b>	<b>Neighbourhoods and Communities</b>
<b>Date:</b>	17 June 2025
<b>Report Title:</b>	<b>Good Relations Letter of Offer 2025/2026</b>
<b>Publication Status:</b>	Open
<b>Author:</b>	Janet Shearer, District Electoral Area Manager (Carrickfergus and Larne)
<b>Approver:</b>	Catherine Black, Community Planning & Development Manager

## 1. Purpose

- 1.1. The purpose of this report is to update Elected Members on a Letter of Offer (LOO) received from The Executive Office (TEO) for Mid and East Antrim Borough Council's Good Relations (GR) Action Plan 2025/2026.

## 2. Background

- 2.1. The Executive Office's District Council Good Relations Programme has been in existence for over thirty years and has provided Councils with funding to deliver a wide range of interventions. The delivery of projects as part of the GR action plan has contributed to the Council demonstrating civic leadership by promoting good relations across the Borough.
- 2.2. Mid and East Antrim Borough Council's Good Relations Programme is funded with 75% funding from The Executive Office, and 25% match funding from Council.
- 2.3. At the February 2025 Neighbourhoods and Communities Committee meeting, Elected Members approved the submission of the 2025/26 Good Relations Action Plan and budget, which requested the following funding:

<b>PROPOSED 2024/25 BUDGET SUBMITTED TO TEO</b>			
<b>Eligible Items</b>	<b>TEO Contribution Requested (75%)</b>	<b>MEABC Contribution (25%)</b>	<b>Total 2023/24 GR Budget (100%)</b>
Salaries & Administration	£152,583.57	£50,861.19	£203,444.76
Programme Costs	£121,725.00	£40,575.00	£162,300.00
<b>Total</b>	<b>£274,308.57</b>	<b>£91,436.19</b>	<b>£365,744.76</b>

2.4. On 18 April 2025 a Letter of Offer was received from TEO representing a 25% cut to the 2025-2026 budget (Appendix 1). Last year the budget was cut by 35% so this is a 10% increase in budget compared with previous year. Even though the budget was severely cut last year Officers were able to deliver a number of programmes and in this connection, please see letter attached from Mr Chris Gardner, Director of Good Relations & TBUC Division thanking Council for their achievements (Appendix 2).

2.5. The Letter of Offer received from TEO on 18 April 2025, represents 25% cut to the budget and is broken down as follows: -

<b>ACTUAL (REDUCED) 2024/25 BUDGET RECEIVED FROM TEO</b>				
<b>Eligible Items</b>	<b>TEO Contribution (75%)</b>	<b>MEABC Contribution (25%)</b>	<b>GR Budget totals (100%)</b>	<b>Shortfall Totals (100%)</b>
Salaries & Administration	£139,897.36	£46,632.45	£186,529.81	£16,914.95
Programme Costs	£65,834.06	£21,944.69	£87,778.75	£74,521.25
<b>Total</b>	<b>£205,731.42</b>	<b>£68,577.14</b>	<b>£274,308.56</b>	<b>£91,436.20</b>

### 3. Key Issues for Consideration

- 3.1. The Letter of Offer received from The Executive Office represents a 25% cut in funding, which will impact good relations programme delivery in the Borough significantly.
- 3.2. As a result of the cut in funding the following programmes, contained within the 2025-2026 Good Relations Action Plan, will not be proceeding, -
  - Promoting Diversity Through Sport Programme – programme working with primary school aged children,
  - Formative Years Programme – programme developed for early years around respecting difference.
  - Growing Cohesion – This programme works with churches from across the Borough which increases capacity for activities around reducing poverty and community development.
  - Embrace – programme aimed at celebrating the cultural diversity of Mid and East Antrim.
  - Good Relations Small Grants Scheme – this scheme gave constituted groups within the Borough the opportunity to apply for up to £2,500, 100% funded to undertake good relations work at a grass roots level.
- 3.3. If it is the case that additional funding from TEO is received these programmes could be reintroduced if time and money permitted. Officers will appraise Council of any developments with respect to the funding.
- 3.4. In the 2024-2025 year an additional £13,500.00 was made available in December 2024 which facilitated additional programme work to take place.
- 3.5. Officers will continue to promote good relations and deliver low cost/no cost projects as well as work with groups to keep positive relationships and to source alternative good relations funding streams.

### 4. General Considerations / Implications

- 4.1. Financial implications – Letter of offer represents a 25% cut in funding from the Executive Office. There may be an opportunity for further funding to become available at the September or January monitoring rounds. Through discussion with TEO, approval has been given to prioritise staffing costs within the GR budget. Monthly meetings with TEO will continue to review the position with respect to programming, staffing, and funding.
- 4.2. Council have budgeted £91,436.19 in match funding for the Good Relations staffing and programme. Now with the reduced Letter of Offer, council only require the amount of £68,577.14 to match fund.

- 4.3. The shortfall in salaries £16,914.95 and this will be mitigated by allocating the surplus match funding of £16,914.95 against salaries leaving no shortfall.
- 4.4. Delivery of the Council's Good Relations Programme aligns with the Community Safety and Cohesion Theme of the Community Plan and the Corporate Plan which aims to encourage good relations by creating vibrant, shared, and cohesive communities within the Borough. Should no additional funding be received in year, no further good relations programmes (as contained in the 2025-2026 Action Plan) will be delivered in the Mid and East Antrim Borough.

## 5. Proposed Way Forward

- 5.1. The Good Relations programme will be reduced significantly in line with the current letter of offer (See **Appendix 1**).
- 5.2. Should additional funds be made available in year, the Action Plan will be revisited and re-prioritised accordingly.

## 6. Recommendation or Decision

- 6.1. Elected Members are asked to;
  - (i) note the Letter of Offer received from The Executive Office for Mid and East Antrim Borough's Good Relations Programme 2025-2026.

## 7. Appendices / Links

Appendix 1 Letter of Offer from The Executive Office

Appendix 2 Letter from the Director of Good Relations & TBUC Division

**Chris Gardner**  
**Director of Good Relations and T:BUC**



Room E3.26  
 Castle Buildings  
 Stormont  
 BELFAST  
 BT4 3SR  
 E:Mail- [chris.gardner@executiveoffice-ni.gov.uk](mailto:chris.gardner@executiveoffice-ni.gov.uk)

The Council	Mid & East Antrim Borough Council The Braid 1-29 Bridge Street Ballymena BT43 5EJ
Project Title	Mid & East Antrim Borough Council Good Relations Programme 2025/26
Amount of Financial Assistance	<b>£205,731.42</b>
Period of Financial Assistance	1 April 2025 – 31 March 2026
Government Funding Database Checked (Date)	Not applicable

18 April 2025

Dear Ms Watts

## **DISTRICT COUNCIL GOOD RELATIONS PROGRAMME 2025/26**

### **1. Offer of Financial Assistance**

- 1.1 This Letter of Offer confirms that The Executive Office (TEO) is pleased to offer financial assistance up to a maximum of **£205,731.42** to Mid & East Antrim Borough Council under the 2025/26 District Council Good Relations Programme (DCGRP) on the terms and conditions set out in this Letter of Offer.
- 1.2 Financial Assistance is offered based on the details set out in the Action Plan and on condition that the Project delivers its aims and objectives, reporting on outcomes and patterns of expenditure as set out in the completed and agreed Action Plan and this Letter of Offer.
- 1.3 The offer of Financial Assistance is subject to the Council's acceptance of all the conditions set out in this Letter of Offer which will be indicated by signing this Letter of Offer.

## 2. Definitions

In this Letter of Offer:

**‘Action Plan’** means the action plan for the Project as approved by the Department on 10 March 2025.

**‘Authorised Signatory’** means a member of staff whom the Council has authorised to sign cheques and other documents on behalf of the Council in respect of the Project. **The name and sample signature of each Authorised Signatory should be submitted to the Department before any document pertaining to the Council is issued in that person’s name.**

**‘The Council’** means Mid & East Antrim Borough Council, The Braid, 1-29 Bridge Street, Ballymena, BT43 5EJ

**‘The Department’** means the Executive Office Room E3.26, Castle Buildings, Stormont BELFAST BT4 3SR

**‘Financial Assistance’** means a sum up to a maximum amount of **£205,731.42** as allocated to the elements of Qualifying Expenditure set out in the table at Annex D.

**‘Period of Financial Assistance’** means 1 April 2025 to 31 March 2026 (inclusive).

**‘Programme’** means the District Councils Good Relations Programme 2025/26 operated by the Department.

**‘Project’** means the Mid & East Antrim Borough Council Good Relations Programme 2025/26 for the delivery of a programme of activities which promote and deliver improved good relations in the Council area in accordance with the aims and objectives outlined in the Together: Building a United Strategy and as more particularly described in the Action Plan

**‘Qualifying Expenditure’** means the sums expended by the Council during the Period of Financial Assistance in carrying out the Project in accordance with the Action Plan and the provisions of Annex F and approved by the Department for the purpose of payment of the Financial Assistance.

## 3. Financial Assistance Purpose

- 3.1 The Council must use the Financial Assistance only for Qualifying Expenditure and in accordance with the terms and conditions set out in this Letter of Offer. The Financial Assistance must not be used for any other purpose without the prior written agreement of the Department.
- 3.2 The Council shall not make any change to the aims, objectives, scope, design, or methods of the Project without the Department’s prior written consent.



#### 4. Payment of Financial Assistance

- 4.1 Payment of the Financial Assistance is conditional on satisfaction of the condition's precedent set out at Annex G.
- 4.2 The provisions of Annex F shall apply to payments of the Financial Assistance.

#### 5. Special Conditions

The Council shall:

- (i) Deliver the Project in accordance with the Action Plan and the terms and conditions of this Letter of Offer;
- (ii) Use the Financial Assistance only for the purpose of furthering the aims and objectives of the Project. The Council must promptly inform the Department of any relevant event such as change in circumstances or incidents involving misuse of public funds which occur during the period for which Financial Assistance has been offered;
- (iii) Immediately inform the Department in writing of any changes to contact details including location, staff, line managers, telephone, fax, mobile and e-mail. **Serious disciplinary issues relating to staff funded through the Financial Assistance must be immediately reported to the Department in writing;**
- (iv) Not seek or make application for any funding from any other Government Department, public body, or agency in respect of expenditure for which Financial Assistance is or may become payable under the terms of this Letter of Offer without the prior written approval of the Department;
- (v) Furnish the Department **within 10 working days from the date of request or earlier, if stipulated** such information in relation to the organisation and management of the Project as the Department may from time to time require;
- (vi) Provide the Department **within 10 working days from the date of request or earlier, if stipulated** such documents, information, electronic information, and papers relating to the Project as the Department may from time-to-time request. Also, the Council will afford the Department, its servants or agents including representatives of the Local Government Auditor and representatives of the Northern Ireland Audit Office such facilities for the purpose of inspecting the Project and furnishing of all invoices, receipts, accounting records and any other documents (paper and electronic) relating to expenditure of the Financial Assistance as the Department may from time to time require for audit purposes, within the stipulated 10 working days deadline;
- (vii) Ensure that any original vouchers and documents relating to expenditure on the Project shall be retained for a period of seven years following the last payment of Financial Assistance in relation to the Project;
- (viii) Ensure that officers supported by the Financial Assistance, (GROs, Assistant GROs or Community Relations Officers as appropriate), attend meetings



convened by the Department and other such events as deemed appropriate by the Department; Councils should ensure sufficient salaried resource is allocated as part of their Action Plan to ensure that GROs have the capacity to undertake a number of duties: collection, collation and analysis of outcomes, attendance at monthly update meetings and quarterly Shared Learning Forums, and assisting in assessments of other Department GR funding programmes, including but not limited to the Central Good Relations Fund and T:BUC Camps Programme, as required;

- (ix) Have in place a monitoring and evaluation framework/methodology to capture outcomes, in the form of quantitative and qualitative data and enable completion of the quarterly progress reports for all Project delivery;
- (x) Ensure that the Project Leader Form is completed online on the day delivery begins via the Survey 123 link. A separate form should be completed for each location where delivery is taking place and the full address of the delivery location, including postcode provided. This will ensure project delivery can be mapped accurately.
- (xi) Provide the Department with an annual full Statement of Expenditure on the Project **not later than six months after the end of the year** to which the statement relates.

## 6. General Conditions

For so long as the Council is under any liability to the Department under the terms of this Letter of Offer, the Council shall: -

- (i) **financial assistance** - only seek Financial Assistance with respect to Qualifying Expenditure;
- (ii) **services funded through Financial Assistance procure** that services funded in whole or in part through the Financial Assistance are provided free of charge to the public;
- (iii) **reallocation of Financial Assistance and reporting of easements** -
  - (a) procure that the amount of Financial Assistance used for any element of Qualifying Expenditure listed at the table at Annex D does not exceed the corresponding sum of money listed in the table for that element of Qualifying Expenditure without the prior written agreement of the Department (which may be subject to such conditions as required by the Department). The Council must submit any request for reallocation of Financial Assistance to the Department in the Budget Reallocation Request Form set out at Annex C;
  - (b) notify the Department promptly in writing of any easements in the Project budget that may result in an underspend of the Financial Assistance allocated to any element of Qualifying Expenditure listed at the table at Annex D together with, if required by the Council, a request for reallocation of Financial Assistance in the Budget Reallocation Request Form set out at Annex C;

- (iv) **maintenance of records** - maintain its paper and electronic records (financial and otherwise) in such a way as is satisfactory to the Department and clearly identifies all expenditure and income related to the Project;
- (v) **assets - inventory of assets** – establish and maintain an inventory of all fixed assets acquired, built, or improved wholly or partly using the Financial Assistance, whether owned by the Council or third parties. An asset is defined as an item that will not be used up within 12 months and which is not intended to be sold before the end of its useful life. The inventory should show the date of purchase; description of the asset; net price paid; location of the title deeds; serial or identification numbers; location of the asset; date of disposal; and sale of proceeds net of VAT;
- (vi) **assets - disposal of assets** – not dispose of any asset without the prior written authorisation of the Department. If any asset obtained with the benefit of the Financial Assistance is disposed of within 4 years from the date of acceptance of this Letter of Offer, the Council shall, on demand, repay to the Department so much of the Financial Assistance as the Department considers is reasonable;
- (vii) **procurement of goods and services** - ensure that all procurement for the supply of goods and services for the Project or any part of the Project supported in whole or in part through the payment of Financial Assistance has been completed in accordance with Northern Ireland Public Procurement Policy and best practice.
- (viii) provide the Department with the original documents relating to the supply of goods and services to the Project including, where appropriate, copies of public advertisements, tender specification and selection criteria, tender submissions or quotations, record of the evaluation and scoring of bids, the decision to award the contract and notice to unsuccessful bidders.

Goods and services purchased with Grant Aid must be procured based on quotations as set out in Procurement Guidance Note 04/21 which is available at [PPN 04/21 – Procurement Control Limits](#)

- (ix) **provision of records** - provide the Department with such documents, information, paper, and electronic records (including all original cheques returned from the bank), relating to the Project, including information in relation to the organisation and management of the Project as the Department may request;
- (x) **access** - afford the Department, its servants or agents, and representatives from the Northern Ireland Audit Office, such facilities for the purpose of inspecting the Project and all invoices, receipts, accounting records and any other documents in relation to expenditure of the Financial Assistance as the Department may require for audit purposes;
- (xi) **retention of documentation** - supporting documents, regarding expenditure and audit, should be kept available for a period of seven years following the last payment of Financial Assistance in relation to the Project and make these document available for inspection as the Department requires. The Council should therefore ensure that all **original** vouchers, claims, invoices, receipts and supporting documents, in respect of the Project, are retained until expressly

instructed by the Department that disposal is acceptable. Photocopies or reproductions of any of the above-mentioned documents are not acceptable. Copies and micro-fiche are not acceptable data carriers;

- (xii) **reports and information** - throughout the Period of Financial Assistance produce to the Department quarterly progress reports and an annual progress report card in a form prescribed by the Department against the agreed funding aims and objectives and timelines for return. In addition, the Council must provide any other monitoring and evaluation information as requested by the Department and the Department reserves the right to commission evaluations of all or part of the Project at any stage;
- (xiii) **changes** - immediately inform the Department in writing of **any change in circumstances which will or may affect the ability of the Council to carry out the Project**; (examples include: continuing viability threats, proposed changes to the Project; the potential failure to meet agreed outputs/targets; posts becoming vacant through resignation, long term illness, maternity leave etc.).
- (xiv) **duplicate funding** - not seek duplicate funding or make any application for or accept any financial assistance from any other Government Department, Agency, or other funding body in respect of the expenditure for which Financial Assistance is or may be payable under the terms of this Letter of Offer. The Council must ensure that the action plans for any Policing and Community Safety Partnership funding and Peace IV funding are complementary and do not duplicate the Action Plan. Should any duplication of funding occur the Department shall be entitled to reduce the Financial Assistance available under this Letter of Offer by an amount equal to such duplicate funding.
- (xv) **other financial assistance** - confirm to the Department that no other funding has been received or applied for in respect of this Project;
- (xvi) **maintenance** - maintain in good condition all property, equipment, machinery, furniture, fixtures and fittings and assets of every kind owned or used by the Council in connection with the Project;
- (xvii) **insurance** - insure and keep insured the Project and all assets associated with it against all risks appropriate to the business of the Council including public liability; arrange and maintain Employer's Liability and Occupier's Liability insurance;
- (xviii) **indemnity** - indemnify the Department against all actions, proceedings, costs, claims, demands and liabilities whatsoever arising from all or any activities associated with the Project.
- (xix) **vouching of small grants** – the Council must ensure compliance with the Code of Practice for Reducing Bureaucracy in Government Funding to the Voluntary and Community Sector providing evidence of Council policy in relation to the vouching of small grant claims, which details the percentage of grants to be vouched.

## 7. Other Conditions

- (i) **assignment** - the Council shall not, without the prior written consent of the Department, transfer any of its rights or obligations under this Letter of Offer.
- (ii) **publicity** - the Department must be mentioned in any publicity associated with the Financial Assistance. The Council shall give reasonable publicity to the Financial Assistance provided by the Department for the Project and shall consult the Department about any publicity or public associated announcements, including giving advance notice of events/launches. TBUC Branding and the Department logo should be used on promotional material and advertising for activity related to the Financial Assistance. The Department reserves the right to publicise details of the Financial Assistance.
- (iii) **data sharing** – for the purposes of maximising complementarity, minimising the risk of duplication, and assessing the impact of funding in relation to addressing good relations need, the Department reserves the right to share details of the Financial Assistance, the Action Plan, Progress Report Cards, Outcome Spreadsheets, and intervention area of impact with other statutory partners and funders. Information provided by the Council may be made available to other Departments/Agencies for the purposes of preventing or detecting crime.
- (iv) **service of notices** - any letter, notice or demand by any party shall be sufficiently served on the other party if it is delivered by hand or left at the other party's last known address or sent by post addressed to the other party at that last known address.
- (v) **employment** - the Department accepts no responsibility or liability for the staff employed on the Project. The Council shall be the employer of staff required for the Project and shall be responsible for all matters in connection with their employment. The Council shall comply with the requirements of all legislation in force relating to working conditions, health, and safety at work etc. The Council shall comply with the requirements of:
  - the Sex Discrimination (Northern Ireland) Orders 1976 and 1988;
  - the Disability Discrimination Act 1995;
  - the Race Relations (Northern Ireland) Order 1997;
  - the Fair Employment and Treatment (Northern Ireland) Order 1998;
  - the Employment Equality (Sexual Orientation) Regulations (Northern Ireland) 2003;
  - the Employment Equality (Age) Regulations (Northern Ireland) 2006; and
  - any enactments amending, extending, or replacing the same.
- (vi) The Department is to be consulted on any recruitment and selection process in relation to the post(s) which receive Financial Assistance and retains the right to observer status at all short listing and interview panels. The Council must immediately notify the Department in writing if a post supported by the Department becomes vacant.
- (vii) **compliance** - the Council shall comply with:-



- specific instruction and guidance issued by the Department;
  - all relevant Data Protection legislation in relation to the operation of the Project;
  - recommendations made by the Public Accounts Committee, or by other Parliamentary authority which have been accepted by the Government and which are relevant to the Council.
- (viii) **equality** - the Council shall ensure that all facilities used in the Project are open to the public on terms equal to those applicable to any other person or body and shall ensure that the facilities are advertised only on that basis; no aspect of the Project being funded shall be party political in intention, use or presentation.
- (ix) **verification** – if the Council makes grant payments to third parties as part of the Project, it must perform verification visits on the groups that it provides funding to.
- (x) **financial records** - maintaining proper financial controls, accurate records and keeping original documentation, including all original cheques to be returned from the bank and retained for audit purposes, are an essential part of managing this funding award. The Council shall provide the Department with such further information and clarification in relation to any claim as the Department may request.
- (xi) **monitoring and verification** - the Department may conduct appropriate monitoring and verification visits for all Council programmes funded under this Project. This check can include a review of any aspects of your Action Plan, such as the administrative and financial management of the Project and the delivery of the Project itself.

## 8. Fraud

- (i) It will be the responsibility of the Council to take whatever action is necessary to minimise the risk of fraud and to notify the Department immediately of any instances of attempted, suspected, or proven fraud. Following a Departmental investigation, all instances of suspected fraud will be reported to the PSNI, and civil/criminal proceedings will be instigated if deemed appropriate.
- (ii) The Council (and/or its representatives) may be prosecuted if it fails, without reasonable excuse, to comply with any condition subject to which Financial Assistance has been given to the Council requiring it to inform the Department of any event whereby the Financial Assistance becomes repayable.
- (iii) The Department may, by notice, require the Council to furnish the Department such information, or to produce for examination on behalf of the Department such books, records or other paper/electronic documents, as may be specified in the notice, for the purpose of enabling the Department to determine whether any condition applying to the provision of Financial Assistance has become repayable in whole or in part in accordance with any such condition.
- (iv) The Council (and/or its representatives) may be prosecuted if in purported compliance with a notice issued under paragraph 8(iii), it knowingly or recklessly makes any statement or produces any document which is false.

## 9. Funding of Community Groups

- (i) Where this Project involves provision for funding by the Council to voluntary groups undertaking good relations at a local level the Council must apply the following principles to the provision of funding to such groups:
  - (a) The Council shall ensure that it performs an open call for applications by placing a notice on its website and in other local outlets;
  - (b) The criteria for Council funding must comply with good relations priorities, principles and objectives and all successful applications to the Project must clearly indicate how they will be achieved. Therefore, the terms and conditions of Letters of Offer issued by the Council under the ambit of the relevant Small Grants Scheme must dovetail with the principal aims and objectives of the Project;
  - (c) grants to groups should not cover costs incurred outside Northern Ireland for activities solely to promote cross-border relationships;
  - (d) The Council must take all reasonable actions to ensure that funding distributed to voluntary, community groups and subsequent spend by the groups, through the Council's Small Grants Scheme is vouched and verified; and that all spend incurred is eligible and appropriate to the small grant awarded.
- (ii) The Council must ensure that applicants for funding declare other sources of funding and take necessary steps to avoid duplication of funding.
- (iii) The Council must ensure that groups do not charge for services funded in whole or in part by the Financial Assistance.
- (iv) A list of community groups and stated aim(s) of the groups, which received funding **and the purpose for which this was paid** must be forwarded quarterly to the Department with claims for Financial Assistance **no later than the end of the month following the quarter for which Financial Assistance is being claimed.**
- (v) The Council must ensure that all funding schemes are subject to regular independent audit with the Department notified immediately of any issues, concerns, or recommendations relating to areas including, but not restricted to, policies, procedures, practices, or governance arrangements.
- (vi) The Council should upload to the Government Funders Database any award of funding they make to a voluntary and community group no later than 4 weeks from the date the award is made.

## 10. Repayment of Financial Assistance on Default

- (i) If any of the events listed below (a - f) should arise, the Department shall be under no obligation to make any payment or further payment of the Financial Assistance and the Council shall forthwith on written demand by the Department

repay to the Department the full amount of the Financial Assistance made to the Council hereunder, or such lesser amount as the Department at its discretion may determine.

- (a) the Council fails to comply with any of the terms and conditions contained in this Letter of Offer and any such breach is incapable of remedy, or if capable of remedy remains un-remedied for more than 30 days, after written notice by the Department;
  - (b) any information given to the Department by or on behalf of the Council in connection with the application for Financial Assistance, or otherwise in connection with the purpose or contents of this Letter of Offer, is found to be false or misleading or there has been a failure to disclose any material fact which would have had a bearing on the Department's consideration of the application;
  - (c) the Department considers that the Council has not procured satisfactory progress with the delivery of the Project;
  - (d) in the reasonable opinion of the Department, the Project is being delivered in a negligent manner;
  - (e) the Council ceases to operate for any reason, or it passes a resolution (or any court of competent jurisdiction makes an order) that it be wound up or dissolved (other than for the purpose of a bona fide and solvent reconstruction or amalgamation);
  - (f) the Council becomes insolvent, or it is declared bankrupt, or it is placed into receivership, administration or liquidation, or a petition has been presented for its winding up, or it enters any arrangement or composition for the benefit of its creditors, or it is unable to pay its debts as they fall due;
- (ii) In the event that the Department has made a written demand under sub-paragraph (i) above for repayment, the Department shall be entitled to interest on the amount due from the date thirty days after the date of the written demand until payment, at 50% of the combined rate of the Danske Bank base rate in force plus 2% per annum. (Current base rate +2% x 50% = interest rate payable).
  - (iii) Any failure, delay, or omission by the Department to exercise any right or remedy to which it is entitled by virtue of this paragraph shall not be construed as a waiver of such right or remedy.

## 11. **Acceptance of the Letter of Offer**

- 11.1 This Letter of Offer is a legally binding document between the Department and Council. The Annexes attached to this Letter of Offer form part of the contract between the parties and are listed as follows:

Annex A – Form of Acceptance

Annex B – Governance Statement Declaration

Annex C – Budget Reallocation Request Form

Annex D – Breakdown of Financial Assistance

Annex E – Bank Details

Annex F – Qualifying Expenditure and Payment of Grant

## Annex G – Conditions Precedent

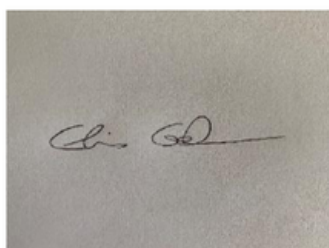
11.2 This Letter of Offer is issued in duplicate and if the Council is prepared to accept the foregoing offer on the terms and conditions stated the following pages should be completed, signed, and dated by the relevant signatories on behalf of the Council:

- (a) the **Acceptance Form** (Annex A);
- (b) the **Governance Statement Declaration** (Annex B);
- (c) the **Schedule** (Annex D); and
- (d) the **Bank Details** (Annex E);

and the full Letter of Offer duly completed, signed and dated by the relevant signatories on behalf of the Council should be returned to the Department by email to [District.CouncilGR@executiveoffice-ni.gov.uk](mailto:District.CouncilGR@executiveoffice-ni.gov.uk)

The offer contained in this Letter of Offer will be deemed to have been withdrawn if it is not accepted by **Friday 30 May 2025**.

Yours sincerely



**CHRIS GARDNER**  
**DIRECTOR OF GOOD RELATIONS AND T:BUC**



## ACCEPTANCE FORM

Mid & East Antrim Borough Council hereby acknowledges that the Project is dependent upon and could not proceed without the Financial Assistance being made available by the Department upon the terms of the Letter of Offer and hereby accepts the said offer of Financial Assistance upon and subject to the terms and conditions set out in the Letter of Offer.

The Council can confirm in signing this declaration that sufficient resources have been allocated as part of the Action Plan to ensure that:

- i) The Project is delivered as agreed and that all structures are in place to ensure desired good relations outcomes can be achieved.
- ii) The Project is resourced to enable outcomes from delivery to be recorded in accordance with the relevant processes determined by the Department.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_

On behalf of Mid & East Antrim Borough Council

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Position held, Chief Executive

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Position held, Finance Director

## NOTE

The information provided in connection with this application may be made available to other departments/agencies for the purpose of preventing or detecting crime.

Your attention is drawn to Article 66 (Denial of Financial Assistance to unqualified persons) of the Fair Employment and Treatment (NI) Order 1998 which provides that a Northern Ireland Department may refuse to give to any unqualified person any Financial Assistance to which the Article applies or, where it has given or agreed to give such assistance to any unqualified person, refuse or cease to make any payments to him in pursuance of the Assistance.



### Governance Statement Declaration

As Head of Finance for Mid & East Antrim Borough Council

**I can confirm that the Council has in place appropriate financial, management and governance controls which can be relied upon to comply with all requirements of this Letter of Offer, including the administration of grant funding.**

**I can confirm that the Council has sufficient resources allocated to ensure that all financial claims and other returns as required by the Department under the terms of this Letter of Offer can be completed and returned in agreement with all required deadlines.**

**These controls are outlined in the Council's Annual Governance Statement (AGS) which is published annually with the audited accounts.**

**I can confirm the governance framework has remained in place and can be relied upon for the 2025/26 period.**

Signed ..... Date .....  
**Director of Finance**

PRINT NAME.....

BUDGET REALLOCATION REQUEST FORM

TO: [District.CouncilGR@executiveoffice-ni.gov.uk](mailto:District.CouncilGR@executiveoffice-ni.gov.uk)

FROM:

JOB TITLE:

DATE:

REQUEST TO REALLOCATE FINANCIAL ASSISTANCE IN FINANCIAL YEAR 2025/26

I wish to request reallocation of Financial Assistance as follows: -

From Key Priority Area – Budget Heading (Theme)	To Key Priority Area – Budget Heading (Theme)	Amount (75%) £	<u>Reason(s)</u> for transfer from and transfer to	<u>Impact</u> on Key Priority Area losing budget

NB:

Requests for reallocation of funds to activities with a higher CR/GR priority will be considered more favourably. The ‘Reasons for’ and ‘Impact’ boxes must be completed in all cases, and should contain factual, accurate and measured commentary to facilitate the decision-making process within TEO.

# MID & EAST ANTRIM BOROUGH COUNCIL

## SCHEDULE

### MID & EAST ANTRIM BOROUGH COUNCIL GOOD RELATIONS PROGRAMME – 2025/26

Elements of Qualifying Expenditure	Maximum amount of Financial Assistance £
<b>Salaries and Administration</b>	<b>139,897.36</b>
Estimated % of salaries that are associated with the <b>administration of the programme</b> i.e. reporting, finance, data collection etc	
Estimated % of salaries that are associated with the <b>delivery of the programme</b> i.e. supporting groups, delivering events, meeting stakeholders, community engagement etc).	
<b>Project Key Priorities:</b>	<b>65,834.06</b>
Children and Young People	
Our Shared Community	
Our Safe Community	
Our Cultural Expression	
<b>Total Financial Assistance Available</b>	<b>£205,731.42</b>

This contribution towards the Project is contingent upon an additional minimum matching contribution of **£68,577.14** from Council resources.

Should any post supported by the Financial Assistance become vacant, the filling of any vacancy is subject to the prior written agreement of the Department.

**BANK DETAILS FORM**

Please complete the Council’s Bank details below.

Name of Organisation: \_\_\_\_\_

Name of Account: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sort Code: \_\_\_\_\_

Account Number: \_\_\_\_\_

\_\_\_\_\_  
Signed by  
(Finance Director)

\_\_\_\_\_  
Witnessed by  
(Registered Office Bearer)

\_\_\_\_\_  
Name in Block Capitals

\_\_\_\_\_  
Name in Block Capitals

Date:

Date:

## QUALIFYING EXPENDITURE and PAYMENT OF FINANCIAL ASSISTANCE

### Part 1 – Qualifying Expenditure

1. Subject to the terms and conditions set out in this Letter of Offer, the Department shall provide funding towards the following Qualifying Expenditure:
  - 1.1 Good Relations staff and associated administration costs up to a maximum amount of **£139,897.36** in accordance with the staffing requirements detailed in the Action Plan. The Council must satisfy the Department that the job description for each post, supported by the Department, is compliant with the Department's good relations objectives, and that the resources allocated to staffing within the Project are appropriate to deliver the programmes detailed in the Action Plan and meet all Department deadlines in relation to the return of financial claims and other monitoring returns.
  - 1.2 Approved Project costs included in the Action Plan, up to a maximum amount of **£65,834.06**.
2. Qualifying Expenditure excludes:
  - 2.1 costs relating to any posts which are supported by other public or European funding;
  - 2.2 costs relating to the Project where public or European funding is also being provided for the same purpose; and
  - 2.3 Expenditure incurred outside the Period of Financial Assistance.

### Part 2 – Payment

1. The Department will pay the Financial Assistance to the Council quarterly in arrears subject to the terms and conditions of this Letter of Offer and in accordance with the schedule at Annex D.
2. Payment is subject to receipt by the Department of:
  - 2.1 a completed claim form and expenditure sheets in the form required by the Department, which will be issued via email upon receipt of signed Letter of Offer. Claim forms must be completed accurately with the correct information provided in each column. Failure to do so may delay the payment process and may require the claim being returned for correction; and
  - 2.2 Quarterly progress reports in respect of the Project which are satisfactory to the Department in form and content.
3. All completed claim forms and expenditure sheets must be submitted electronically to eqsdvouching@executiveoffice-ni.gov.uk and copy to District.CouncilGR@executiveoffice-ni.gov.uk. The original claim form should be retained.
4. All claims must be signed by an Authorised Signatory, and include the following declaration:

*'I certify that the information given is correct and in compliance with the terms and conditions of the Department's Letter of Offer and the financial information given is correct. I confirm all expenditure claimed is Qualifying Expenditure (as defined in the Letter of Offer), has been incurred and has not been, and will not be, claimed from any other Funding Organisation. I confirm that any costs claimed for salaries will not be/have not been claimed under any other government scheme.'*

5. To assist with financial profiling the Financial Assistance expenditure sheets should be submitted no later than six weeks following the quarter for which the Financial Assistance is being claimed and final quarter claims for 2025/26 must be received by 30 June 2026. Delay in submission of claims may result in non-payment.
6. Each claim must include:
  - 6.1 A list of every post funded, detailing the salary and associated costs i.e., phone, travel etc of each;
  - 6.2 A list of every invoice/payment relating to the expenditure claimed;
  - 6.3 A list of every group which has received funding during the relevant period, reason(s) for the funding, amount(s), details/measurement of the good relations outcomes.
7. Any approval of expenditure for the purposes of this Letter of Offer shall be at the absolute discretion of the Department. It must also be noted that Financial Assistance is only for Qualifying Expenditure incurred within the Period of Financial Assistance. Where progress reports indicate that Action Plan targets and associated costs are unlikely to be achieved, the Department reserves the right to revise the value of this Letter of Offer.
8. Financial Assistance will be paid to the Council's currently held bank account. Updated details of the bank to which payment of the Financial Assistance should be provided using the Bank Details Form attached at Annex E.

**Annex G****CONDITIONS PRECEDENT**

1. The Department has received the duly signed Governance Statement Declaration at Annex B.
2. The Department has received the duly completed Bank Details Form at Annex E.
3. The Council has put in place an outcomes framework to collect and present the good relations outcomes of delivery for the Project which is satisfactory to the Department.
4. The Department is satisfied that the Project is adequately resourced to ensure support for all Project participants in completing a questionnaire to monitor the impact of the Project.
5. The Council has provided documentary evidence satisfactory to the Department of an additional minimum matching contribution of **£68,577.14** from Council resources to the Action Plan.



**Chris Gardner**  
**Director Good Relations & T:BUC Division**



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Room E3.26  
 Castle Buildings  
 Stormont  
 BELFAST  
 BT4 3SR  
[chris.gardner@executiveoffice-ni.gov.uk](mailto:chris.gardner@executiveoffice-ni.gov.uk)

24 February 2025

Dear Ms Watts,

I would like to thank you and your Good Relations Team in Mid and East Antrim Council for your support of, and contributions to, the delivery of the District Council Good Relations Programme (DCGRP) and attendance at the Shared Learning Forums throughout 2024/25. I hope that your team found the events useful as they continue to fulfil their role in delivering positive outcomes for all our citizens.

The feedback received on the events has been extremely positive, and the enthusiasm and input from your staff has played a key role in creating such a welcoming and productive space for everyone involved in the DCGRP to benefit from.

As we look toward the beginning of the 2025/26 funding cycle, I look forward to working with you all again and to seeing how the outworkings of these forums continue to positively impact the design and delivery of the wider Programme.

Thank you for your continued support.

Yours sincerely,

**CHRIS GARDNER**

**Council/Committee:** Neighbourhoods and Communities  
**Date:** 17 June 2025

**Report Title:** Carrickfergus War Memorial Joymount Flag Request  
**Publication Status:** Open

**Approver:** Philip Thompson, Director of Community

## 1. Purpose

- 1.1. The purpose of this report is to seek Elected Member approval for the Union Flag and Ulster Banner to be flown at the War Memorial, Joymount, on Wednesday, 2 July 2025, at 7.30 pm.

## 2. Background

- 2.1. A report tabled at Full Council on 12 May 2025 outlined a suggested approach to approving requests for the flying of flags at Council's War Memorial. Council recommended the approval for flying flags to be added to the Terms of Reference for Neighbourhoods and Communities (Appendix 1).

## 3. Key Issues for Consideration

- 3.1. Appendix 2 outlines the request from Carrickfergus District Loyal Orange Lodge No 19.
- 3.2. Confirmation has been received from the Lodge that the request is to fly the Union Jack and the Ulster Flag/Banner.
- 3.3. Requests from this organization have been received in previous years and the flags have been put in place by Council.

## 4. General Considerations / Implications

- 4.1. Financial implications – There will be a minimal cost to Facilities and Maintenance in arranging for the flag to be erected.

## 5. Recommendation or Decision

- 5.1. Elected Members are asked to approve the request for the flying of the Union Jack and Ulster Flag/Banner at the War Memorial, Joymount on Wednesday 2 July 2025.

## 6. Appendices / Links

- Appendix 1 Minute Extract from Full Council 12 May 2025.  
 Appendix 2 Letter from Carrickfergus District Loyal Orange Lodge No 19.

## *Carrickfergus District Loyal Orange Lodge No 19.*

Mid & East Antrim Council.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

31 May 2025.

Dear Sir or Madam,

Carrickfergus District Loyal Orange Lodge will be holding their annual Somme Anniversary Parade on Wednesday 2<sup>nd</sup> July 2025 at 7:30pm. We seek Council permission to hold a short service and lay a wreath at the War Memorial, Joymount on this occasion. If permission is granted could the usual flags be flown at the War Memorial.

Thanking you in anticipation.

[REDACTED]

[REDACTED]

Kenneth Glendinning.

District Secretary.



**MID AND EAST ANTRIM BOROUGH COUNCIL**

**Minutes of Meeting held on Monday 12 May 2025 at 6.30pm  
in the Council Chamber, The Braid, 1-29 Bridge Street, Ballymena  
and via remote access**

**6.6 Approval Process for Requests to the Flying of Flags**

Report circulated with a suggested approach to approving requests for the flying of flags on Council's War Memorials.

The Recommendation to agree the approval for flying flags to be added to the Terms of Reference for the Neighbourhoods & Communities Committee

was proposed by Cllr McKeen and seconded by Cllr Glover.

## Forward Plan – Neighbourhoods & Community Committee

### 1. Planned Agenda Items Next meeting July 2025

Items	Purpose
Community Managed Community Centres and Shared Management Agreements	Approval
Memorial Benches Review	Approval
Visitor Information Provision Progress Update	Noting
Quarterly Events update and Corporate Events Plan 2025-2026	Noting
Arts and Culture Annual Theatre Update Report	Noting

### 2. Future Meetings

Meeting Date	Item	Purpose
August 2025	<ul style="list-style-type: none"> <li>Gracehill UNESCO Site Update</li> <li>Gobbins Sub-Committee Adoption of Minutes</li> <li>The Gobbins Operational Update</li> <li>presentation from the Paul Hogarth Company on the Audit of the Causeway Coastal Route.</li> <li>Dogs in MEA Ceremony rooms</li> </ul>	Noting Approval Noting Noting Noting Noting

### 3. Items to be programmed

Item	Purpose
ToR	Updates as and when required
Grant Awards Quarterly Updates	
Environment Fund	If funding is secured, progress project – business case
Leisure Transformation	Update on progress with filling new structure
Animal Welfare Service	Update on funding post JR. Approval to adopt new delivery/funding model
Museum Accreditation of Arthur Cottage	To update Elected Members on application for accreditation
Flag Requests	As and when required