

May 11th, 2026

To Each Member of Council

NOTICE OF MEETING

You are requested to attend a Meeting of the

Mid and East Antrim Borough Council

to be held on Monday, 11th May 2026 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 FORMALITIES AND ANNOUNCEMENTS

1.1 Notice of Meeting

1.2 Apologies

1.3 Declarations of Interest

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

1.4 Minutes of Council Meeting

1.4.1 Council Meeting held on 30 March 2026 - circulated

[03-26 Full Council Mins Final Draft.pdf](#)

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1.5 Mayor's Announcements

2 QUESTIONS

2.1 Members

2.2 Public

A period of up to 15 minutes will be available to allow questions that have been submitted by members of the public who live, work or study in the Borough. Any questions not answered within the timescale will be provided with a written response.

3 MINUTES OF COMMITTEE MEETINGS

3.1 Planning Committee held on 2 April 2026 - circulated

[04.26 Planning Minutes Draft.pdf](#)

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3.2 Corporate Resources, Policy and Governance Committee held on 13 April 2026 - circulated

[04.26 CRPG Mins Draft.pdf](#)

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3.3 Neighbourhoods and Communities Committee held on 14 April 2026 - circulated

[Draft 04-26 NC Mins.pdf](#)

Page 27

- 3.4 Environment and Economy Committee held on 20 April 2026 - circulated**
 □ *04-26 E&E Mins Draft.pdf* *Page 37*
- 3.5 Audit and Scrutiny Committee held on 21 April 2026 - circulated**
 □ *04-26 Audit Scrutiny.pdf* *Page 45*
- 3.6 Personnel Committee held on 28 April 2026 - circulated 06.05.26**
 □ *Personnel Committee Mins 28 04 2026.pdf* *Not included*
- 4 POLICY FRAMEWORK AND BUDGET**
- 5 STRATEGIC ISSUES**
- 6 ITEMS FOR DECISION - OPEN COUNCIL**
- 6.1 Inclusion & Equality Sub-Committee Update - circulated**
 □ *Inclusion Equality Sub-Committee Update.pdf* *Page 51*
- *Appendix 1 - Notes and actions from Inclusion Equality Sub-Committee 27 April 2026.pdf* *Page 55*
- 6.2 Memorial Sub Committee Notes – 1 October 2025 - circulated**
 □ *DRAFT 1-10-25 - Memorial Sub-Committee Action Notes.pdf* *Page 60*
- 6.3 Memorial Sub Committee Notes – 24 April 2026 - circulated**
 □ *DRAFT Memorial Sub-Committee Action Notes - 24.04.26.pdf* *Page 63*
- 6.4 The use of the Council Seal - circulated 08.05.26**
 □ *FC Report - The Use of the Council Seal.pdf* *Page 68*
- 7 MOTIONS**
- 7.1 Proposed by Councillor M Donnelly and seconded by Alderman Logan**

This council notes that Mid and East Antrim Borough Council is in the minority of local government areas

in Northern Ireland in closing all leisure facilities during bank holidays; recognises that access to leisure facilities brings a wide range of health, wellbeing and social benefits; further recognises that leisure services may be particularly welcomed during bank holidays by families and those with young children; and requests that officers bring a report on options for delivering a leisure facilities offering in Mid and East Antrim during bank holidays, taking account of the perspective of providers and their staff.

7.2 Proposed by Councillor C Harwood and seconded by Councillor J Gibson

Blocking of an Independent Environmental Protection Agency

That this council strongly condemns the blocking of the establishment of an Independent Environmental Protection Agency (IEPA) by the DUP in the Assembly and Executive; further condemns the hypocrisy of those who express concern over the Lough Neagh crisis, the illegal dump at Mobuoy and wider environmental degradation, but refuse to support plans to enhance environmental accountability and safeguards; notes that a commitment to an IEPA was contained within the New Decade, New Approach Deal; agrees that it is undemocratic for an IEPA to be unilaterally vetoed by one party which represents a minority in the Assembly as a whole; agrees to write to the Secretary of State for Northern Ireland to ask him to urgently convene a process of institutional reform, in consultation with the Irish Government and local parties, to remove blockages and vetoes from Stormont's system of government; and to ask the Secretary of State to take meaningful steps to ensure that commitments in New Decade, New Approach are implemented.

8 SEALING

(i) Mid and East Antrim Borough Council and CivCo Ltd (Painting works at Dunluce Street, Larne)

(ii) Mid and East Antrim Borough Council and Hall Black Douglas (The Contract for ICT Services for Carnfunnock Country Park LUF)

(iii) Mid and East Antrim Borough Council and Design ID Consulting Limited (ICT Services for Carrickfergus Marina Public Realm Feasibility Project)

Closed Council - In accordance with Council policy, members of the press will not be in attendance for this section of the Meeting.

9 STRATEGIC ISSUES - CLOSED

10 ITEMS FOR DECISION - CLOSED

10.1 Business Case for 3 x Compact Sweepers - circulated

📄 *Business Case Approval for 3x compact sweepers.pdf*

Not included

10.2 HRC Booking System - circulated 08.05.26

📄 *Report - Policy for HRCs Restricted Access for Commercial Vehicles.pdf*

Not included

📄 *Appendix 1 - HRC Booking System Policy (amended).pdf*

Not included

<i>Appendix 2 - HRC Briefing Session 07 May 2026.pdf</i>	<i>Not included</i>
<i>Appendix 3 - MEABC HRC Terms of Entry.pdf</i>	<i>Not included</i>
<i>Appendix 4 - HRC Restricted Access DPIA Screening_R.pdf</i>	<i>Not included</i>
<i>Appendix 5 - HRC Restricted Access - Equality Screening.pdf</i>	<i>Not included</i>
<i>Appendix 6 - HRCs_ Restricted Access for Commercial Vehicles Report.pdf</i>	<i>Not included</i>
<i>Appendix 7 - HRC Restricted Access - Rural Needs Impact Assessment.pdf</i>	<i>Not included</i>
<i>Appendix 8 - FAQs.pdf</i>	<i>Not included</i>
<i>Appendix 9 - Things you CAN recycle.pdf</i>	<i>Not included</i>

10.3 Local Economic Partnership Action Plan - circulated 07.05.26

<i>Local Economic Partnership Action Plan.pdf</i>	<i>Not included</i>
<i>Appendix 1 MEA LEP Action Plan 26-28.pdf</i>	<i>Not included</i>
<i>Appendix 2 Annex A Action Plan Proposed Projects and Budget.pdf</i>	<i>Not included</i>
<i>Appendix 3 Annex B Economist Thoughts.pdf</i>	<i>Not included</i>
<i>Appendix 4 Annex C Final MEA LEP Action Plan Diagram.pdf</i>	<i>Not included</i>
<i>Appendix 5 Memorandum of Understanding - Final - Mid East Antrim_R.pdf</i>	<i>Not included</i>
<i>Appendix 6 Equality Screening - MEA LEP Action Plan.pdf</i>	<i>Not included</i>
<i>Appendix 7 Rural Needs Impact Assessment - MEA LEP.pdf</i>	<i>Not included</i>
<i>Appendix 8 Climate Environment and Social Assessment -MEA LEP Action Plan.pdf</i>	<i>Not included</i>
<i>Appendix 9 Data Protection Impact Screening - MEA LEP.pdf</i>	<i>Not included</i>
<i>Appendix 10 DPIA Full (working document) - MEA LEP Action Plan.pdf</i>	<i>Not included</i>
<i>Appendix 11 - EM & LEP Members Workshop 5 May 2026.pdf</i>	<i>Not included</i>

10.4 Contract Award – Inspection, Maintenance and Repairs of Air

**Conditioning Units, Heat Recovery Units, Fire Dampers,
Chiller Units, Air Source Heating and Cooling and Pumps to
Include Cleaning and Supply of Extract Ductwork - circulated**

▢ *Report to Council - Contract Award for ACUs.pdf*

Not included

**10.5 Contract Award – Provision of Security Guarding Service at
Carrickfergus Harbour & Marina Complex - Circulated**

▢ *Report to Council - Contract Award Carrick Marina Security Tender - May 2026
(002).pdf*

Not included

OPEN COUNCIL

MID AND EAST ANTRIM BOROUGH COUNCIL

**Minutes of Meeting held on Monday 30 March 2026 at 6.30pm
in the Council Chamber, The Braid, 1-29 Bridge Street, Ballymena
and via remote access**

In the Chair: Councillor J Minford, Mayor

Vice-Chair: Councillor T Hoey, Deputy Mayor

Present: Alderman B Ashe, MBE
Alderman R Glover
Alderman T Gordon
Alderman R Logan
Alderman P Reid
Alderman A Wilson
Councillor M Armstrong
Councillor A Barr
Councillor R Beggs
Councillor D Clarke
Councillor M Donnelly
Councillor I Friary
Councillor J Gibson
Councillor L Gray
Councillor B Hadden
Councillor C Harwood
Councillor A Henry
Councillor R Lawrence
Councillor B Lyness
Councillor G McKeen
Councillor J McKeown
Councillor A Rae
Councillor Mrs A Smyth
Councillor B Thompson
Councillor M Warwick

Present remotely: Alderman S McDonald
Alderman W McCaughey
Alderman Mrs M Morrow
Councillor A Clarke
Councillor M Collins
Councillor C Jamieson
Councillor P Johnston
Councillor R Quigley

In Attendance: Mrs V Watts, Interim Chief Executive
Mrs L Donnan, Interim Director of Corporate Services
Mr J McVeigh, Acting Director of Community
Mr J McGrandle, Acting Director of Development
Mrs S Fisher, Assistant Director, Citizen Focus

Ms M Hegarty, Assistant Director, Finance
 Mr S Shiels, Solicitor
 Mrs G Carmichael, Governance & Democratic Services
 Officer
 Ms R Salt, Governance & Democratic Services Officer

Attendance remotely: Ms C Black, Acting Head of Community Planning & Development

Press: There were no members of the press present

Public: There were two members of the public present.

Item Minute

1. FORMALITIES AND ANNOUNCEMENTS

1.1 Notice of Meeting

The Interim Chief Executive read the Notice of Meeting.

1.2 Apologies

Apologies were received from:

Alderman G Mulvenna
 Councillor B Carson-Ferris
 Councillor L Philpott
 Councillor A Skinner
 Councillor R Stewart

1.3 Declarations of Interest

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

Councillor Barr declared an interest in item 10.2 - Bonfire Consultation Outcome & Bonfire Management 2026, due to his employment.

Councillor Johnston declared an interest in item 10.3 - HMO Notice of Motion Update, due to his employment.

1.4 Minutes of Council Meetings

1.4.1 Council Meeting held on Monday 16 February 2026

On the proposal of Councillor Gibson, seconded by Councillor Hadden, it was

RESOLVED: That the minutes of the Council Meeting held on 16 February

2026 be taken as read and signed as a correct record.

1.4.2 Special Meeting (Conferment of Freedom of the Borough & Insurance) held on 16 March 2026

On the proposal of Councillor McKeen, seconded by Alderman Glover, it was

RESOLVED: That the minutes of the Special Meeting (Conferment of Freedom of the Borough & Insurance) held on 16 March 2026 be taken as read and signed as a correct record.

1.5 Mayor's Announcements

The Mayor extended sympathies to the family and friends of Mr P J McAvoy, a previous Councillor from Ballymena Borough Council and also to Ballymena businessman John Wilson, a respected figure in the local motor trade.

Members stood for a minute's silence.

The Mayor gave his congratulations to various people in the Borough, including:

- Joanne Liddle from Carrickfergus on her recent MBE, in recognition of her commitment and services to the aerospace sector in Northern Ireland
- Brandon McCaughan for confirming a full 2026 campaign in the Ligier European Series with reigning champions Team Virage
- Ballymena schoolgirl Lacey Stewart, a 12-year-old Ballymena fighter, after claiming gold at one of the region's top competitions
- Ballymena teen boxer, Decosta Gillen, who was crowned All-Ireland champion for the second year
- The Secret Bookshelf in Carrickfergus was recently voted Best Independent Bookstore in Ireland for the second time
- Ballymena Squash Club crowned Ulster Squash Club of the Year 2025, and
- The opening of a new restaurant on Ballymoney Street, Ballymena, Kamakura.

The Mayor also recognised various Council events since the last meeting including:

- Mid and East Antrim Sports Awards
- Mayors Charity Ball
- St Patrick's Day Event
- Conferment of Freedom of the Borough – Mr George Horner

Finally, on behalf of the Chamber, the Mayor offered the following Members well wishes:

- Councillor R Stewart on his 70th Birthday

- Councillor Ferris, now Carson-Ferris, on her recent marriage, and
- Alderman Wilson, on his imminent marriage

2 QUESTIONS

2.1 Members

2.1.1 Tabled question in the name of Councillor A Barr

"I have received numerous complaints from residents and an MLA regarding dog fouling within MEABC.

Therefore, may I ask for clarification on MEABCs position regarding the provision and deployment of enforcement officers and any changes to staffing levels within that department?

Moreover, what is the current capacity and resourcing of street cleansing services?"

Councillor Barr noted the response provided on Decision Time.

In response to a supplementary question from the Member, the Interim Chief Executive agreed that the Head of Waste and the new Director would attend a meeting with the Member to discuss this matter further.

2.1.2 Tabled question in the name of Councillor M Collins

"Can an update be provided on the renaming of Prince Andrew Way in Carrickfergus?"

Councillor Collins noted the response provided on Decision Time.

In response to a supplementary question from the Member, the Acting Director of Development advised that a barrister's opinion was required due to a disagreement of the interpretation of the legislation regarding renaming of streets.

The Interim Chief Executive confirmed this was required for due diligence.

2.2 Public

There were no public questions submitted.

3 MINUTES OF COMMITTEE MEETINGS

3.1 Corporate Resources, Policy and Governance Committee held on 23 February 2026

On the proposal of Councillor McKeown, seconded by Councillor McKeen, it was

RESOLVED: That the minutes of the Corporate Resources, Policy and Governance Committee held on 23 February 2026, omitting matters in respect of which the Council has delegated powers to the Committee, be approved and adopted.

3.2 Neighbourhoods and Communities Committee held on 24 February 2026

On the proposal of Councillor Warwick, seconded by Councillor Friary, it was

RESOLVED: That the minutes of the Neighbourhoods and Communities Committee held on 24 February 2026, omitting matters in respect of which the Council has delegated powers to the Committee, be approved and adopted.

3.3 Planning Committee held on 26 February 2026

Councillor McKeown noted that his name was not present on the attendance list as he was in the Chamber for the meeting.

On the proposal of Councillor Rae, seconded by Councillor Mrs Smyth, it was

RESOLVED: That the minutes of the Planning Committee held on 26 February 2026, omitting matters in respect of which the Council has delegated powers to the Committee, be approved and adopted, with the amendment to the attendance of Councillor J McKeown.

3.4 Environment and Economy Committee held on 2 March 2026

On the proposal of Councillor Gibson, seconded by Councillor A Clarke, it was

RESOLVED: That the minutes of the Environment and Economy Committee held on 2 March 2026, omitting matters in respect of which the Council has delegated powers to the Committee, be approved and adopted.

3.5 Audit and Scrutiny Committee held on 3 March 2026

On the proposal of Alderman Ashe, seconded by Councillor Henry, it was

RESOLVED: That the minutes of the Audit and Scrutiny Committee held on 3 March 2026, omitting matters in respect of which the Council has delegated powers to the Committee, be approved and adopted.

4 POLICY FRAMEWORK AND BUDGET

No items to consider.

5 STRATEGIC ISSUES

No items to consider.

6 ITEMS FOR DECISION - OPEN COUNCIL

6.1 Disability Lived Experience Group Update

Previously circulated report which provided an update from the Disability Lived Experience Group.

Members discussed the report presented and it was proposed by Councillor Donnelly, seconded by Councillor Armstrong to amend the minutes to include that the first cohort of volunteers recruited would serve the remainder of the current mandate. The volunteers would be recruited now, and their initial term would run until the Annual Meeting in 2026, two years into the next mandate, with the option to extend for a further two years after that.

RESOLVED: That the first cohort of volunteers recruited would serve the remainder of the current mandate. The volunteers would be recruited now, and their initial term would run until the Annual Meeting in 2026, two years into the next mandate, with the option to extend for a further two years after that.

Further **RESOLVED:** To approve the contents of the report and associated appendices, excluding the term of service for volunteer members.

6.2 Inclusive Summer Opportunities Grant Funding Scheme

Report circulated to inform and seek Council approval for the establishment of an Inclusive Summer Opportunities Grant Funding Scheme, designed to support organisations across the Borough to deliver accessible, inclusive summer activities for children and young people with disabilities.

Members throughout the Chamber gave their support to this scheme, advising that thought should be given to an increase to the budget during the next Rate Setting Process.

It was proposed by Councillor Mrs Smyth, seconded by Councillor Donnelly, and

RESOLVED: To approve the proposed approach set out within the report to allocate funding of £12,400 to reputable organisations and charities with demonstrated experience supporting children and young people with complex disability needs via a grants scheme.

7 MOTIONS

7.1 Notice of Motion proposed by Councillor A Clarke, seconded by Councillor G McKeen

In accordance with the notice on the agenda, it was
Proposed by Councillor Clarke
Seconded by Councillor McKeen:

"That this council resolves to establish a Town Centre Task Force for Mid and East Antrim Borough, comprising elected members, council officers, representatives from local retail and hospitality sectors, business organisations, town-centre partnerships, and any other relevant stakeholders.

The Task Force will undertake a comprehensive evaluation of the Borough's three town centres, including:

- Footfall patterns and consumer behaviour;
- Infrastructure, accessibility, and public- realm considerations;
- Opportunities for diversification and investment.

The Task Force shall review existing town-centre boundaries, assessing whether these should be compressed or redefined to better reflect current economic activity and to support more targeted regeneration.

This may include proposals for the creation of Enhanced Zones within each town centre, where focused interventions - such as public-realm improvements, business support initiatives, marketing campaigns or investment incentives - can be prioritised.

The task force will aim to bring forward a strategic action plan for each of the towns, outlining short, medium and long term measures to support local retail and strengthen town centre resilience."

Members throughout the Chamber gave their support towards the motion, noting the existing organisations in the Town Centres working to support the businesses and the agreeing that the Task Force would be a good opportunity to network, learn and share ideas to assist the business community in Town Centres.

RESOLVED: That Council support the Notice of Motion.

7.2 Notice of Motion proposed by Councillor A Henry, seconded by Councillor A Smyth

In accordance with the notice on the agenda, it was
Proposed by Councillor Henry
Seconded by Councillor Smyth:

"This Council, in endometriosis awareness month, notes with concern the growing crisis in gynaecology services in Mid and East Antrim and across Northern Ireland, which has left thousands of women waiting extended periods for diagnosis and treatment while suffering serious pain.

Council recognises that conditions such as Endometriosis, Adenomyosis, Polycystic Ovary Syndrome and other gynae disorders can have profound impacts on physical health, mental wellbeing, employment and family life and that prolonged delays in diagnosis or treatment can significantly worsen outcomes for patients.

Accordingly, this Council calls on the Minister of Health to:

1. Bring forward a clear plan to tackle the backlog in gynaecology waiting lists.
2. Increase investment in gynaecology services
3. Report publicly on progress in reducing waiting times for gynaecology services.

This council agrees to write to the Minister of Health outlining these concerns and urging immediate action to address the crisis in women's health services."

Members supported the motion and shared personal experiences from family members who suffered with some of the mentioned issues.

It was proposed by Councillor Friary, seconded by Councillor Lyness to include the following

"When writing to the Health Minister, establish specialist gynae counterpart in Dublin to ensure joint all Ireland approach, improve women's health services here to ensure no one left behind."

A recorded vote was requested by Councillor Friary.

The Mayor put the motion to the vote.

For (4)	Against (31)	Abstention (0)
Councillor: I Friary, A Rae, B Lyness, J McKeown.	Mayor: J Minford Deputy Mayor: T Hoey Aldermen: B Ashe, R Glover, P Reid, T Gordon, R Logan, M Morrow, A Wilson, W McCaughey, S McDonald Councillor: M Warwick, M Armstrong,	

	C Jamieson, A Clarke, P Johnston, Mrs A Smyth, R Quigley, C Harwood, B Hadden, R Beggs, J Gibson, M Donnelly, M Collins, R Lawrence, B Thompson, L Gray, G McKeen, D Clarke, A Henry, A Barr	
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The Mayor declared the amendment had fallen.

RESOLVED: that Council support the Notice of Motion.

8 SEALING

- (i) Mid and East Borough Council -and- Mascott Construction (Europe) Ltd (Carrickfergus Amphitheatre Spa refurbishment)
- (ii) The NI EV Consortium -and- WEEV.IE LTD (To supply, maintain and operate Electric Vehicle Charging Units within 9 of the Councils in Northern Ireland)

It was proposed by Alderman Logan, seconded by Councillor Beggs, and

RESOLVED: to approve that Council authorise the Mayor and the Interim Chief Executive to execute and seal the documents.

In response to a query from a Member, the Interim Chief Executive advised that she would liaise with the relevant Officers regarding the details of the Electric Vehicle Charging Units.

9 STRATEGIC ISSUES – CLOSED

10 ITEMS FOR DECISION – CLOSED

10.1 Business Case for Card Machine Services

The item is restricted as information falls under the prescribed exemptions: - Part 1 Schedule 6 Local Government Act (NI) 2014 - commercially sensitive information.

If restricted from publication, when will the report become unrestricted: Never

Report previously circulated seeking approval for the attached business case proposing the procurement of a new contract for the Council's Card Terminal Machine Services.

It was proposed by Councillor Beggs, seconded by Councillor Armstrong, and

RESOLVED: To:

- (i) Delegate authority to the Interim Chief Executive to approve and to award these contracts, and
- (ii) Authorise the Mayor and Interim Chief Executive to execute and seal the relevant contractual and legal documents on behalf of Council

10.2 Bonfire Consultation Outcome & Bonfire Management 2026

The item is restricted as information falls under the prescribed exemptions: Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014 Information relating to the financial or business affairs of any particular person (including the Council holding that information)

If restricted from publication, when will the report become unrestricted: Never

Circulated report providing the outcome and recommendations arising from the consultation on bonfire management conducted by ACT Initiative and to agree on next steps.

Members discussed the report at length, raising their concerns.

The Acting Director of Community and Interim Chief Executive responded to Members' queries regarding:

- Criteria of the organisations/groups to receive funding for the events
- Best Practice Guide availability to Members
- Liability to Council of structures on Council land only
- Confirmation of costs of the pilot scheme

5 Members of the Alliance Party noted their disagreement with the proposal.

It was proposed by Councillor Quigley, seconded by Alderman Ashe, and

RESOLVED: That Council:

- (i) Note the findings of the Community Consultation exercise; including the equality screening exercise results, and
- (ii) Approve to proceed to put in place a 2026 Pilot Bonfire Management programme as outlined in the ACT Initiative Report.

10.3 Houses of Multiple Occupation Notice of Motion Update

The item is restricted as information falls under the prescribed exemptions: Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014 Information relating to the financial or business affairs of any particular person (including the Council holding that information)

If restricted from publication, when will the report become unrestricted: Never

Report previously circulated providing an update on the Houses of Multiple Occupation (HMOs) Notice of Motion which was approved at Full Council on 24 November 2025.

Members noted the actions from the report, brought forward from the Acting Director of Community. However, Members felt that additional work needed to be completed around Council policy for the management of Houses in Multiple Occupation applications.

RESOLVED: To note the update on the Notice of Motion in relation to HMOs, which was approved at Full Council on 24 November 2025.

Councillor Armstrong left the meeting at 9.21pm

10.4 Revised Policies following finalisation of rate for 2026/27

The item is restricted as information falls under the prescribed exemptions: Local Government Act (NI) 2014, Schedule 6, Part 1, Para 3 – Information relating to the financial or business affairs of any particular person (including the council holding that information).

If restricted from publication, when will the report become unrestricted: never

Circulated report for approval of a number of revised policies following changes agreed on the night of the 2026/27 rate striking meeting.

A Member on behalf of the Ulster Unionist Party requested that their opposition be noted in reference to the City Deal Plan, specifically the i4C Project.

RESOLVED: That Council note the following:

- (i) Revised Treasury Management Strategy 2026/27
- (ii) Revised Capital Asset Strategy 2026/27 and
- (iii) Revised Medium Term Financial Plan 2026–2030

The Meeting ended at 9.35pm.

..... Mayor

..... Interim Chief Executive

..... Date

**MID AND EAST ANTRIM BOROUGH COUNCIL
PLANNING COMMITTEE**

**Minutes of Meeting held on Thursday 2 April 2026 at 10.00am in the Council
Chamber, The Braid, 1-29 Bridge Street, Ballymena
and via remote access**

- In the Chair:** Councillor A Rae
- Vice Chair:** Councillor Mrs A Smyth
- Present:** Alderman R Glover
Alderman T Gordon
Alderman P Reid
Councillor A Barr
Councillor J Minford
Councillor J McKeown
- Present remotely:** Alderman S McDonald
- Attendance:** Mr J McGrandle, Programme Director
Mr G McGuinness, Principal Planning Officer
Mrs S Adams, Principal Planning Officer
Mr H McAlister, Senior Planning Officer
Mr S O'Kane, Senior Planning Officer
Mr S Shiels, Solicitor
Mrs F McLernon, Office Manager, Planning & Building
Control
Mrs C McIntyre, Governance & Democratic Services
Officer
Ms R Salt, Governance & Democratic Services
Officer
- Also in attendance:** Mr R Moore, Director of Place (observing)
Mr M McDowell, Director of People (observing)
- Also in attendance:
Remotely** Ms S Boyd, Objector
Mr W Green, Objector
Mr M Kelly, Gravis Planning
- Public:** No members of the public were present
- Press:** No members of the press were present.

ITEM MINUTE**1 Notice of Meeting**

Members were advised that the meeting would be audio recorded and broadcast live on Council's website.

Those who had registered speaking rights would be given an opportunity to address the Committee in person or remotely.

Each Member and Officer introduced themselves.

The Programme Director read the Notice of Meeting.

2 Apologies

Apologies were received from:

Alderman Logan
Councillor Skinner
Councillor Hoey

3 Declarations of Interest

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

No Declarations of Interests were received.

4 Schedule of Planning Applications**4.1 Planning Application No.LA02/2025/0748/F - New dwelling and detached garage at 170 North Road, Carrickfergus, BT38 7QL**

The Senior Planning Officer introduced the Planning Report by way of visual aid presentation to the Committee, advising that the application had been referred to the Planning Committee for determination under delegated authority due to a number of letters of objection having been received; he made a recommendation to grant full planning permission, subject to the conditions as outlined in the circulated Planning Report.

The Officer detailed that the letters of objection had raised issues including loss or privacy/overlooking, overshadowing from proposed garage, noise/disturbance from games room, difference in levels not being indicated, an unacceptable precedent, among others. He confirmed that the applicant had made significant changes since the original application to reduce both the scale and overlooking of the proposal.

Officers advised that following a number of site visits it was determined that approval was recommended in that it was deemed that there was no significant overshadowing, the proposal was acceptable in terms of design and appearance and it was an appropriate development having due regard to the policy context of the Local Development 2030 – Plan Strategy and all other material considerations.

Representations in respect of a number of objections to the Officers' recommendation were presented from local objectors Ms Boyd and Mr Green who were in attendance remotely.

The Senior Planning Officer and Principal Planning Officer responded to queries from Members in relation to overlooking, loss of privacy, overshadowing from the proposed garage, difference in height/ground levels and confirmed that neither a draining assessment nor a bat biodiversity assessment were deemed necessary.

It was proposed by Alderman Glover seconded by Councillor McKeown to approve the application.

The Chair put the motion to the vote.

Voting on the proposal was as follows –

For	Against	Abstain
9	0	0

RESOLVED: to approve Planning Application No.LA02/2025/0748/F - New dwelling and detached garage at 170 North Road, Carrickfergus, BT38 7QL, subject to the conditions outlined in the report.

Ms Boyd and Mr Green left the meeting remotely at 10.35am.

4.2 Planning Application No. LA02/2025/0779/F – Proposed redevelopment of site for car (3-bay) workshop (previous car sales / commercial yard), comprising a new building, reuse of existing access and ancillary siteworks at site Adjacent to and west of 1 Carnlough Road, Broughshane, Ballymena, BT43 7HF.

The Senior Planning Officer introduced the Planning Report to the Committee, advising that the planning application had been referred to the Planning Committee for determination under delegated authority as the applicant was a senior member of staff; he made a recommendation to grant full planning permission, subject to the conditions as outlined in the circulated Planning Report.

The Officer responded to queries from Members to confirm that the development was outside the flood plain and that only the wider site was susceptible to fluvial flooding. Confirmation was provided that existing

refusals under related planning history were in respect of proposed development for the wider existing site which included development on the flood plain.

It was proposed by Alderman Reid seconded by Alderman Glover to approve the application.

The Chair put the motion to the vote.

Voting on the proposal was as follows –

For	Against	Abstain
9	0	0

RESOLVED: to approve Planning Application No. LA02/2025/0779/F – Proposed redevelopment of site for car (3-bay) workshop (previous car sales / commercial yard), comprising a new building, reuse of existing access and ancillary siteworks at site adjacent to and west of 1 Carnlough Road, Broughshane, Ballymena, BT43 7HF, subject to the conditions outlined in the report.

4.3 Planning Application No. LA02/2025/0543/F – Retrospective Change of Use to Garden Centre (A1 Use) to include proposed extension of use into adjoining units to include ancillary Workshop / Service Area / Staff Facilities at Montrose Garden Supplies, Unit A7, 2 Wakehurst Road, Ballymena, BT42 3AZ.

The Principal Planning Officer introduced the Planning Report by way of visual aid presentation to the Committee, advising that the retrospective application had been referred to the Planning Committee for determination under delegated authority as it had constituted a major application as per legislation; he made a recommendation to grant retrospective planning permission, subject to the conditions as outlined in the circulated Planning Report.

The Officer confirmed that the consultation with the Department for Infrastructure (Rivers) had indicated that a small section of the existing development site was situated within the 1 in 100-year fluvial flood plain including the most up to date allowance for climate change.

No questions were forthcoming for Mr Kelly, Gravis Planning (agent) who was in attendance remotely to assist with any arising questions.

The Officer responded to a Member’s query in relation to the retrospective nature of the application.

It was proposed by Alderman Glover seconded by Alderman Gordon to approve the application.

The Chair put the motion to the vote.

Voting on the proposal was as follows –

For	Against	Abstain
9	0	0

RESOLVED: to approve Planning Application No. LA02/2025/0543/F – Retrospective Change of Use to Garden Centre (A1 Use) to include proposed extension of use into adjoining units to include ancillary Workshop / Service Area / Staff Facilities at Montrose Garden Supplies, Unit A7, 2 Wakehurst Road, Ballymena, BT42 3AZ, subject to the conditions outlined in the report.

Mr Kelly left the meeting remotely at 10.49am.

5 PLANNING APPEALS UPDATE

5.1 New Appeals

Two new planning appeal submissions were noted:

- **LA02/2025/0541/O** - Anne Hughes, 20m East of 80 Skerry East Road, Skerry East, Ballymena, BT43 6RR. Proposed site for a dwelling and garage within an existing cluster
- **LA02/2025/0228/F** - Beshouse Residential properties Limited, 55 North Road, Carrickfergus, BT38 8NA. Erection of 1 no detached dwelling and amendments to parking arrangements to Site 3 constructed under planning approval LA02/2023/1093/F and landscaping

RESOLVED: to note two new appeal submissions to the Planning Appeals Commission.

5.2 Appeal Decisions

Two new appeal decisions.

- (a) **LA02/2023/1971/F** – Peter McKillop, 57-65 Moorfields Business Park, Moorfields Road, Ballymena, BT42 3BT. Retention of change of use. Conversion of industrial unit to gymnastics academy at Units 1 & 2 – Appeal Allowed.

RESOLVED: to note the Planning Appeals Commission decision to allow this appeal.

- (b) **LA02/2024/0315/F** - Finlay Robinson, 50m south of 207 Cullybackey Road, Ballymena. Retrospective single level carpark,

with access/egress onto Cullybackey Road, alterations to existing ghost island to provide pedestrian linkage and reconfiguration of existing access/egress arrangement serving Robinsons Supermarket & Petrol Filling Station, including all associated site works – Appeal Dismissed.

RESOLVED: to note the Planning Appeals Commission decision to dismiss this appeal.

6 LOCAL DEVELOPMENT PLAN BRIEFING SESSION

RESOLVED: to note the invitation for all Elected Members to attend the Local Development Plan Briefing Session on Thursday 30 April at 6.30pm in the Studio Theatre, The Braid.

The meeting ended at 10.51 am.

Mayor

Interim Chief Executive

Date



MID AND EAST ANTRIM BOROUGH COUNCIL**CORPORATE RESOURCES, POLICY & GOVERNANCE COMMITTEE**

**Minutes of Meeting held on Monday 13 April 2026 at 6.30pm
in the Council Chamber, The Braid, 1-29 Bridge Street, Ballymena
and via remote access**

- Chair:** Alderman W McCaughey
- Vice Chair:** Councillor J McKeown
- Present:** Alderman R Glover
Councillor A Clarke
Councillor A Henry
Councillor T Hoey
Councillor C Jamieson
Councillor B Thompson
- Present remotely:** Councillor R Beggs
Councillor B Carson-Ferris
Councillor M Donnelly
Councillor J Gibson
Councillor L Gray
Councillor C Harwood
Councillor B Lyness
Councillor G McKeen
- Attendance:** Mrs L Donnan, Interim Director of Corporate & Support Services
Mrs S Williams, Assistant Director - Business Support
Ms M Hegarty, Assistant Director - Finance
Mrs S Fisher, Assistant Director - Citizen Focus
Mr S Bailie, Facilities Management and Maintenance Manager
Ms R Salt, Governance & Democratic Services Officer
- Also in Attendance:** Mr R Black, Director of Growth & Major Projects
Mr M McDowell, Director of People
Mr R Moore, Director of Place
Ms A Penny, Asset Manager
- Press:** No members of the Press were in attendance.
- Public:** No members of the public were in attendance.

ITEM MINUTE

The Chair began the meeting however immediately called a recess as the audio on the Livestream was not working. The meeting recommenced at 6.42pm.

The Chair introduced Mr R Black, Mr R Moore and Mr M McDowell as new Directors and wished them well in their new roles.

1 Notice of Meeting

The Interim Director of Corporate & Support Services read the Notice of Meeting.

2 Apologies

The following apologies were recorded:

Councillor M Armstrong
Councillor M Collins
Councillor R Quigley

3 Declarations 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.

No declarations were received.

4 Items for Consideration / Decision**4.1 Policy Update**

Report previously circulated, updating Members on progress relating to the development, management and governance of Council policies.

RESOLVED: To note the content of the Policy Update Report.

4.2 Communications Update

The previously circulated report provided an overview of Communication and Marketing activities from 2 December 2025 to 01 April 2026.

RESOLVED: To note the content of the Communications Update Report.

4.3 Equality, Diversity & Inclusion (EDI) Update

The previously circulated report provided an update on Council's progress within its Equality, Diversity & Inclusion (EDI) work and the fulfilment of its statutory duties.

RESOLVED: To note the content of the Equality, Diversity & Inclusion (EDI) Update Report.

4.4 Public Consultation Briefing

The report updated Elected Members on the public consultations in which Council is involved.

RESOLVED: To note the consultation summary report.

4.5 Update on National Pay Award

The previously circulated report updated Members on the 2026-27 Pay Award negotiations in respect of staff covered under the National Joint Council (NJC) remit, Chief Officers and Chief Executives.

RESOLVED: To note the content of the Update on National Pay Award Report.

4.6 Risk Management Strategy & Policy Framework and Risk Appetite Statement

Report circulated seeking Committee approval for the Council's updated Risk Management Strategy & Policy Framework incorporating the Risk Appetite Statement following the annual review of the policy.

It was proposed by Councillor J McKeown, seconded by Councillor B Thompson and

RESOLVED: To approve the updated Risk Management Strategy and Policy Framework incorporating the Risk Appetite Statement.

4.7 Draft Civic Events Programme 2026-2027

Report previously circulated seeking approval for the draft Civic Events Programme 2026-2027. The report was presented with the caveat that additional events may be approved by Council during the year which were not included in the draft Programme e.g. the conferment of the Freedom of the Borough on a group or individual.

There was a query regarding additional events not captured in the report relating to Ballymena's 400th Anniversary. The Assistant Director of Business Support advised she would seek further information and respond to the Member with specifics.

It was proposed by Councillor T Hoey, seconded by Alderman R Glover and

RESOLVED: To approve the draft Civic Events Programme April 2026 to March 2027.

4.8 NIE Sub-station - Moat Road, Ballymena

Report circulated seeking approval of a renewal Lease and right of way for a Northern Ireland Electricity Networks Limited (NIE) Sub-station at Moat Road, Ballymena, measuring 33sqm in accordance with the map attached at Appendix 1.

It was proposed by Alderman R Glover, seconded by Councillor T Hoey and

RESOLVED: To:

- (i) agree to enter into a new Lease and right of way with NIE for a substation at Moat Road, Ballymena as outlined in Appendix 1; and
- (ii) authorise the Chief Executive and the Mayor to execute and seal the new Lease and right of way.

4.9 Councillor Development Charter and Elected Member Development

Report circulated presenting Role Profiles for Mayor, Deputy Mayor and Elected Members, and other reports for information which have been developed to fulfil the required criteria for Charter status.

It was proposed by Councillor T Hoey, seconded by Alderman R Glover and

RESOLVED: To

- (i) approve the role profiles for the Mayor, Deputy Mayor and Elected Members and
- (ii) note the content of other reports included within this report..

5 Items for Recommendation to Council

No items to consider.

6 Tabled Questions

No questions had been submitted.

The information contained in the reports associated with the following items was restricted in accordance with Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

It was proposed by Alderman R Glover, seconded by Councillor B Thompson, and

RESOLVED: That the Meeting goes into Closed Committee.

In accordance with Council policy, members of the press and the public were not in attendance for this section of the Meeting.

7 Items for Consideration / Decision – Closed Committee

7.1 Procurement Update

The item was restricted as information falls under the prescribed exemptions: Local Government Act (NI) 2014, Schedule 6, Part 1, Para 3 – Information relating to the financial or business affairs of any particular person (including the council holding that information) (commercially sensitive information)

If restricted from publication, when will the report become unrestricted:
Sometime in the future

Report, circulated, updating Members of the outcomes of Tenders, Direct Award Contracts (DACs) and contracts awarded through Framework Agreements for the period 10th February 2026 to Friday 3rd April 2026.

RESOLVED: To note the appointments made in this report.

7.2 Proposed Marketing for the Sale of Surplus Land at Smyth Crescent, Portglenone

The item was restricted as information fell under the prescribed exemptions: Local Government Act (NI) 2014, Schedule 6, Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the council holding the information).

If restricted from publication, the report would become unrestricted:
After Council decision and property disposal completed.

Report previously circulated seeking Council approval to place the surplus land with residential development potential at Smyth Crescent, Portglenone on the market for sale, noting that once offers were received, Officers would come back to Council to obtain approval to sell the property.

In response to a Member query around value for money, the Facility Management and Maintenance Manager advised that Council would have more data once they received any bids.

Discussion ensued with members around the allocation of any sale proceeds and it was confirmed that any proceeds would go into the Capital Plan.

It was proposed by Councillor B Lyness, seconded by Councillor T Hoey and

RESOLVED: To

- (i) Approve putting the land with residential development potential on the market for sale
- (ii) Note that once offers are received, officers will come back to Council to obtain approval to sell the property.

7.3 Proposal to grant a lease of Bentra Golf Facility, Whitehead

The item was restricted as information falls under the prescribed exemptions: Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014 Information relating to the financial or business affairs of any particular person (including the Council holding that information) (commercially sensitive information)

If restricted from publication, when will the report become unrestricted:
After Council decision and lease executed.

Report circulated seeking Council approval to grant a lease of the Bentra Golf Facility in Whitehead, subject to the proposed tenant obtaining the necessary planning permission for a golf range.

In response to Members' queries, the Facility Management and Maintenance Manager advised that the investment (subject to planning permission) will support the local economy and community by providing improved services and new activities.

It was proposed by Councillor G McKeen, seconded by Councillor M Donnelly, and

RECOMMENDED: To

- (i) Approve the letting of the land to the interested party, subject to them obtaining planning consent for their proposals.
- (ii) Authorise the Mayor and Chief Executive to execute the lease on behalf of the Council.

7.4 Sale of land at Trostan Avenue, Ballymena to Services Club

The items restricted as information falls under the prescribed exemptions: Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014 Information relating to the financial or business affairs of any particular person (including the Council holding that information)

If restricted from publication, when will the report become unrestricted:
On completion of the legal process for sale

Report circulated seeking approval for the transfer of the freehold interest in the Services Club, Trostan Avenue, Ballymena, to the existing occupiers.

It was proposed by Councillor A Henry, seconded by Councillor C Jamieson, and

RECOMMENDED: To

- (i) Approve the sale of the 0.45 acres of freehold land at Services Club, Trostan Avenue, Ballymena to the current occupiers and:
- (ii) Authorise the Mayor and Chief Executive to execute the contract, transfer deed and land registry forms on behalf of Council.

7.5 IT Cybersecurity Update Report

The item was restricted as information falls under the prescribed exemptions: - Part 1, Schedule 6 Local Government Act (NI) 2014 - personal data, commercially sensitive information, legal Professional Privilege applies.

If restricted from publication, when will the report become unrestricted: Sometime in the future.

Report circulated updating Members on the quarterly IT Cybersecurity Update Report.

In response to a Member query, the Assistant Director of Business Support advised work was ongoing regarding AI policy and would be brought to Committee in due course.

RESOLVED: To note that work is progressing for the Council to achieve the NCSC Cyber Assessment Framework over the next 3 years.

7.6 Debt Management Policy

The item was restricted as information falls under the prescribed exemptions:

Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014 - Information relating to the financial or business affairs of any particular person (including the Council holding that information) (commercially sensitive information)

If restricted from publication, when will the report become unrestricted: Sometime in the future

Report previously circulated presented several amendments to the current debt management policy for approval by Elected Members. These

amendments were intended to further strengthen and enhance the existing policy.

It was proposed by Councillor B Thompson, seconded by Councillor J McKeown, and

RESOLVED: To approve the proposed amendments to the Debt Management Policy.

7.7 Licences / Agreements enacted under Scheme of Delegation - October 2025 to March 2026

The item was restricted as information contained within the Appendices falls under the prescribed exemptions under Paragraph 3 of Part 1, Schedule 6 of the Local Government Act (NI) 2014 - information relating to the financial or business affairs of any particular person (including the Council holding that information).

If restricted from publication, when will the report become unrestricted:
Sometime in the future

Report circulated to notify Elected Members of short-term Licences / Agreements approved under the Scheme of Delegation for the period October 2025 to March 2026.

RESOLVED: To note the attached Licences / Agreements that have been approved via Council's Scheme of Delegation.

8 Items for Recommendation to Council – Closed Committee

No items to consider.

OPEN COMMITTEE

It was proposed by Alderman R Glover, seconded by Councillor A Henry, and

RESOLVED: That the Meeting returns to Open Committee.

9 Forward Plan for Corporate Resources, Policy & Governance Committee

Members noted the Agenda for the next Committee Meeting to be held on 18 May 2026 and the Forward Plan for the Committee.

The Meeting ended at 7.19pm.

9

----- Mayor
----- Interim Chief Executive
----- Date

MID AND EAST ANTRIM BOROUGH COUNCIL

NEIGHBOURHOODS AND COMMUNITIES COMMITTEE

Minutes of Meeting held on Tuesday 14 April 2026 at 6.30pm in the Council Chamber, The Braid, 1-29 Bridge Street, Ballymena and via remote access

- In the Chair:** Councillor M Warwick (Chair)
- Present:** Alderman R Glover
Councillor I Friary (Vice-Chair)
Councillor T Hoey
Councillor R Lawrence
Councillor J Minford
Councillor A Rae
Councillor B Thompson
Alderman S McDonald
- Present remotely:** Councillor M Armstrong
Councillor J Gibson
Councillor M Collins
Councillor M Donnelly
Councillor B Lyness
Councillor A Smyth
- Attendance:** Mr R Moore, Director of Place
Mr M McDowell, Director of People
Mr Ryan Black, Director of Growth and Major Projects
Mr J McVeigh, Head of Capital Works
Mrs L Cowan, Strategic Tourism and Regeneration Manager
Mr C Kennedy, Environmental Health Manager
Mrs C Black, Acting Head of Community Planning & Development
Mrs C Connor, Governance and Democratic Services Officer
- In Attendance Remotely:** Mr A Oliver, Carparks Manager
Mrs P McLaughlin Donaghy, Governance and Democratic Services Manager.
- Press:** No members of the press were present.
- Public:** No members of the public were in attendance.

ITEM MINUTE

1 NOTICE OF MEETING

The Director of People read the Notice of Meeting.

Each newly appointed Director introduced themselves to the Committee.

The Chair formally welcomed the new Directors and wished them every success in their roles with Mid and East Antrim Borough Council.

2 APOLOGIES

Apologies were received from:

Alderman B Ashe, MBE
Alderman M Morrow
Councillor L Gray

3 DECLARATIONS OF INTEREST

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

The Vice Chair, Councillor I Friary declared an interest in item 4.2 – Grant of Entertainment Licence due to his role as Director of a licenced establishment within the Borough of Mid and East Antrim. He did not leave the meeting during the discussion of the item.

4 ITEMS FOR CONSIDERATION/DECISION

4.1 Registration of Skin Piercing Businesses

Report, previously circulated, which sought approval for the registration of four businesses under the Council's Skin Piercing Bye Laws.

It was proposed by Councillor Thompson, seconded by Councillor J Minford and

RESOLVED: To grant approval to register the following businesses under the Council's Skin Piercing Byelaws:

- (i) Leeanne Kerr, LK Lashes & Beauty, 39 North Street, Carrickfergus - for the business of semi-permanent skin colouring,

- (ii) Claire Herbison & Katherine Herbison, Gold Adorned, 4a Greenvale Street, Ballymena - for the business of tattooing & cosmetic piercing,
- (iii) Marcelina Wolinska, Pierced by Marcelina, 13 Cullybackey Road, Ballymena - for the business of cosmetic piercing,
- (iv) Christopher Hill, Marelle Hannah & Sara Hegarty, 'Fright Club NI' event at The Braid Arts Centre, 1-29 Bridge Street, Ballymena on 18 April 2026 - for the business of tattooing.

4.2 Grant of Outdoor Entertainment Licence

Report, previously circulated, sought Elected Member approval for granting of an occasional outdoor entertainment licence for Concert at Shaftesbury Park, Carrickfergus on Saturday 23rd and Sunday 24th May 2026.

It was proposed by Councillor Thomson, seconded by Councillor Lawrence and

RESOLVED: To approve the granting of an occasional outdoor entertainment licence for Concert at Shaftesbury Park, Carrickfergus on Saturday 23rd and Sunday 24th May 2026.

4.3 Consultation on Amendments to the Landlord Registration Scheme Regulations (Northern Ireland) 2014

Report, previously circulated, sought Elected Members' approval to issue a Council response to a Department for Communities (DfC) consultation on amendments to the Landlord Registration Scheme Regulations (Northern Ireland) 2014.

In response to a query the Environmental Health advised that where a landlord appoints a managing agent, responsibility for compliance remains with the landlord.

A question was raised as to whether a landlord could transfer responsibility for gas safety registration checks to the tenant, or whether this responsibility remained with the property owner. The officer confirmed that the responsibility remained with the owner.

It was proposed by Councillor J Minford seconded by Councillor Gibson and

RESOLVED: To approve the Council's draft response to Department for Communities (DfC) consultation on amendments to the Landlord Registration Scheme Regulations (Northern Ireland) 2014.

5 ITEMS FOR RECOMMENDATION TO COUNCIL

There were no items for recommendation to Council.

6 TABLED QUESTIONS

There were no tabled questions.

The information contained in the reports associated with the following items is restricted in accordance with Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

On the proposal of Alderman Glover, seconded by Councillor Thompson it was:

RESOLVED: That the Meeting goes into Closed Committee.

In accordance with Council policy, members of the press and the public were not in attendance for this section of the Meeting.

7 ITEMS FOR CONSIDERATION/DECISION– Closed Committee

7.1 The Gobbins Update

The item was restricted as information fell under the prescribed exemptions: -
Local Government Act (NI), 2014, Schedule 6, Part 1, Paragraph 3 -
Information relating to the financial or business affairs of any particular person (including the Council holding that information).
If restricted from publication, the report would become unrestricted: Never

The circulated report provided Members with an update for noting on operations at the Gobbins and reopening for the 2026 season.

The Strategic Tourism and Regeneration Manager outlined the main points contained within the report and informed that further operational updates would be provided at the June meeting of the Gobbins Sub Committee. She further agreed to provide a report on financial performance to be presented at a later date.

RESOLVED: To note the update on Gobbins operations and the 2026 reopening.

7.2 Good Relations Action Plan 2026-2027

The item was restricted as information fell under the prescribed exemptions:

Local Government Act (NI), 2014, Schedule 6, Part 1, Para 3 - Information relating to the financial or business affairs of any particular person (including the Council holding that information).

If restricted from publication, when will the report become unrestricted: Sometime in the future

The circulated report sought Elected Members approval for the Good Relations Action Plan 2026-2027, which was submitted to The Executive Office in draft format, for the purposes of securing 75% funding of the overall costs for that period. Council will match fund in the amount detailed in the report which equates to 25% of total budget.

The Acting Head of Community Planning & Development provided an overview of the report and advised that, due to the tight timescale, retrospective approval was being sought. She advised that an update on the outcome would be provided to the Committee.

It was proposed by Councillor J Minford, seconded by Alderman Glover

RESOLVED: To approve the Good Relations Action Plan 2026-2027, which has been submitted to The Executive Office in draft format, for the purposes of securing 75% funding of the overall costs for that period. Council will match fund in the amount detailed in the report which equates to 25% of total budget.

8 ITEMS FOR RECOMMENDATION TO COUNCIL – CLOSED COMMITTEE

8.1 Glenarm Car Park Ice Cream, Confectionary and Soft Drinks Licensing

The item was restricted as information fell under the prescribed exemptions:

Local Government Act (NI), 2014, Schedule 6, Part 1, Para 3 - Information relating to the financial or business affairs of any particular person (including the Council holding that information).

If restricted from publication, when will the report become unrestricted: Never

The circulated report sought Elected Members direction on whether a tender should be advertised for the vending of ice cream, confectionery and soft drinks at Glenarm car park.

A discussion ensued around the issues within the report and the Carparks Manager advised that a significant amount of officer time had been devoted to addressing these issues.

One Member felt that it was important to support the local businesses in Glenarm and noted that not permitting the vendor licence to trade could create an unfavourable precedent going forward.

In response to a query, the Car Parks Manager advised that ice cream could not be sold from a hot food vendor.

It was proposed by Councillor Lawrence, seconded by Councillor Smyth and

RECOMMENDED: That Council approve option 1 - issue a tender to trade ice cream, confectionary and soft drinks at Glenarm Car Park.

8.2 Tourism, Arts and Culture Interim Plan 2024 – 2027 Annual Review

The item was restricted as information fell under the prescribed exemptions:

Local Government Act (NI), 2014, Schedule 6, Part 1, Para 3 - Information relating to the financial or business affairs of any particular person (including the Council holding that information).

If restricted from publication, the report would become unrestricted: Never

The Strategic Tourism and Regeneration Manager gave an overview of the report previously circulated which provided Members with an update for noting on the positive Year 2 outcomes detailed and the benefits these bring to the Borough. The report also gave an update on the work carried out to date in appointing a consultant to assist with development of the Mid and East Antrim Borough Council 5-year Tourism Strategy and Delivery Plan and to approve the Tourism, Arts and Culture Interim Plan 2024 – 2027 Year 3 Overview for 2026-2027.

It was proposed by Councillor Lawrence, and seconded by Councillor Rae and

RECOMMENDED: To

- (i) Note the positive Year 2 outcomes detailed in the report and the benefits these bring to the Borough.
- (ii) Note the work carried out to date in appointing a consultant to assist with development of the Mid and East Antrim Borough Council 5-year Tourism Strategy and Delivery Plan.
- (iii) Approve the Tourism, Arts and Culture Interim Plan 2024 – 2027 Year 3 Overview for 2026-2027.

8.3 Tourism Marketing Strategic Activity Update and 2026-2027 Marketing Plan

The item was restricted as information fell under the prescribed exemptions:

Local Government Act (NI), 2014, Schedule 6, Part 1, Para 3 - Information relating to the financial or business affairs of any particular person (including the Council holding that information).
If restricted from publication, the report would become unrestricted: Never

The Strategic Tourism and Regeneration Manager gave an overview of the previously circulated report which provided Members with an update for noting the works undertaken in delivering a wide and varied programme of tourism marketing and business engagement activity and to approve the 2026-2027 Tourism Marketing Action Plan.

In response to a query, the Strategic Tourism and Regeneration Manager informed Members that Council was liaising with the Isle of Man ferry company and that she would provide a further update on this at a later stage.

It was proposed by the Mayor, Councillor Minford, and seconded by Councillor Hoey and

RECOMMENDED: To

- (i) Note the works undertaken in delivering a wide and varied programme of tourism marketing and business engagement activity and
- (ii) Approve the 2026-2027 Tourism Marketing Action Plan.

8.4 Events Sub Committee review of Terms of Reference and Adoption of Minutes

The item was restricted as information fell under the prescribed exemptions:

Local Government Act (NI), 2014, Schedule 6, Part 1, Para 3 - Information relating to the financial or business affairs of any particular person (including the Council holding that information).
If restricted from publication, the report would become unrestricted: Never

The Strategic Tourism and Regeneration Manager gave an overview of the previously circulated report which sought approval of the the updated Terms of Reference for the Events Sub Committee and, agreement to adopt the minutes from the Events Sub Committee meeting on 01 April 2025.

It was proposed by Councillor Collins, seconded by Councillor Hoey and,

RECOMMENDED: To

- (i) Approve the updated Terms of Reference for the Events Sub Committee and,
- (ii) Agree the adoption of the minutes from the Events Sub Committee meeting on 01 April 2025.

8.5 Corporate Events Update and Events Plan to August 2026

The item was restricted as information fell under the prescribed exemptions:

Local Government Act (NI), 2014, Schedule 6, Part 1, Para 3 - Information relating to the financial or business affairs of any particular person (including the Council holding that information).

If restricted from publication, the report would become unrestricted: Never

The circulated report provided Members with an update and overview of the events planned for delivery to August 2026 and the benefits this brings to the Borough and it's residents.

RECOMMENDED: To note the update provided and the overview of the events planned for delivery to August 2026 and the benefits this brings to the Borough and it's residents.

8.6 Carrickfergus Castle Visitor Information Centre Licence Renewal

The item was restricted as information fell under the prescribed exemptions:

Local Government Act (NI), 2014, Schedule 6, Part 1, Para 3 - Information relating to the financial or business affairs of any particular person (including the Council holding that information).

If restricted from publication, the report would become unrestricted: Never

The circulated report sought approval to extend the current Carrickfergus Castle lease for three years from 1 April 2026 until 31 March 2029 at a cost of £7,400 per annum.

Following a query from a Member, the Strategic Tourism and Regeneration Manager undertook to engage with the Department for Communities to explore the feasibility of opening the facility earlier during peak-season months. She also confirmed that the agreement was for the next 3 years, subject to the City Deal Timeline.

It was proposed by Councillor Collins, seconded by Alderman Glover and,

RECOMMENDED: That Council approve the extension of the current Carrickfergus Castle lease for three years from 1 April 2026 until 31 March 2029 at a cost of £7,400 per annum.

8.7 **Greenisland Recreational Facility – Business Case Approval**

The item was restricted as information fell under the prescribed exemptions:

Local Government Act (NI), 2014, Schedule 6, Part 1, Para 3 - Information relating to the financial or business affairs of any particular person (including the Council holding that information).

If restricted from publication, the report would become unrestricted: Sometime in the future.

The circulated report sought approval of the Business Case for Greenisland Recreational Trim Trail Business Plan.

In response to a Member query, the Head of Capital Works advised that design work was currently underway and that, subject to funding being available, the project was intended to progress in the new financial year.

It was proposed by Councillor Collins and seconded by Councillor Hoey and

RECOMMENDED: To approve the Business Case for Greenisland Recreational Trim Trail Business Plan.

8.8 **Play Park Investment 2026/27**

The item was restricted as information fell under the prescribed exemptions:

Local Government Act (NI), 2014, Schedule 6, Part 1, Para 3 - Information relating to the financial or business affairs of any particular person (including the Council holding that information).

If restricted from publication, the report would become unrestricted: after redevelopment of CCP completed.

The circulated report sought to approve Whitehead play park for investment 2026/27.

Councillor Rae proposed that Cargan play park be approved for investment 2026/27 as it had been next in line for upgrade. Councillor Lawrence seconded the proposal explaining that given its rural location, play-park facilities were required.

In response to a query regarding the figures allocated to the play park investment budget within the Capital Plan, the Head of Capital works advised that the change to the figure in the report had been agreed in January and circulated to Members.

In response to a suggestion from a Member, the Director of Place advised that he was unable to provide assurances that funding would be available for any particular play park to be prioritised for upgrade, as the funding allocation for the next financial year was not yet known.

A discussion ensued and in response to a query from a Member it was confirmed that the matter was before Committee to make recommendation to Full Council.

An error was noted in Table 1 (page 2) of the report, where Cargan was incorrectly placed within the Bannside area.

It was proposed by Councillor Rae, seconded by Councillor Lawrence,

REDOMMENDED: To approve Cargan play park for investment 2026/27.

Councillor Donnelly and Councillor Collins requested their objections be noted.

On the proposal of Alderman Glover, seconded by Councillor Hoey, it was

RESOLVED: That the Meeting returns to Open Committee.

9 FORWARD PLAN FOR NEIGHBOURHOODS AND COMMUNITIES COMMITTEE

Committee noted the circulated forward plan for the Committee and Agenda for the next meeting on 19 May 2026.

The meeting ended at 7.22pm.

..... Mayor

..... Interim Chief Executive

..... Date

MID AND EAST ANTRIM BOROUGH COUNCIL

ENVIRONMENT & ECONOMY COMMITTEE

**Minutes of Meeting held on Monday 20 April 2026 at 6.45pm
in the Council Chamber, The Braid, 1-29 Bridge Street, Ballymena
and via remote access**

In the Chair: Councillor J Gibson

Present: Alderman R Logan
Alderman McCaughey
Alderman A Wilson
Councillor A Clarke (Vice-Chair)
Councillor R Beggs
Councillor B Hadden
Councillor A Henry
Councillor C Jamieson
Councillor P Johnston
Councillor G McKeen
Councillor L Philpott
Councillor M Warwick

Present Remotely: Alderman B Ashe, MBE
Alderman Mrs M Morrow
Councillor C Harwood
Councillor B Lyness
Councillor A Skinner

In Attendance: Mr R Black, Director of Growth & Major Projects
Mrs U O'Loughlin, Head of Economic Development
Mr D Anthony, HRC Manager
Mrs D Carey, Waste Contracts Manager
Mrs C McIntyre, Governance and Democratic Services Officer

Also in attendance Remotely: Mr R Moore, Director of Place
Mr J McVeigh, Head of Capital Works
Ms C Hunter, Acting Climate Change & Sustainability Manager

Press: No members of the Press were in attendance.

Public: No members of the Press were in attendance.

ITEM MINUTE

1 Notice of Meeting

The Director of Growth and Major Projects read the Notice of Meeting.

2 Apologies

There were no apologies to be recorded.

3 Declaration of Interest

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

The following declarations were received:

Councillor Johnston, declared an interest in item:

4.5 - Activate your Curiosity 2026-2027

in relation to his employment with Gordon Lyons MLA (Department for Communities).

The Member did not leave the Chamber during this item but did not participate in discussion.

Alderman Wilson declared an interest in item:

4.6 PEACEPLUS Screenings

in relation to his employment with Asthma + Lung UK as an associate partner of the Peace-Air PeacePlus consortium in NI.

The Member did not leave the Chamber during this item but did not participate in discussion.

4 ITEMS FOR CONSIDERATION / DECISION

4.1 Draft Climate Change Sub Committee Notes – 24 March 2026

The draft Notes previously circulated from the Climate Change Sub Committee meeting held on 24 March 2026.

It was proposed by Alderman McCaughey, seconded by Councillor Beggs and

RESOLVED: To approve the Climate Change Sub Committee Notes of 24 March 2026.

Councillor Henry entered the Chamber at 6.48pm.

4.2 Economic Development Activity Report

The Head of Economic Development provided an overview of the report, previously circulated, to provide an update on current Economic Development Activity and undertook to provide Members with further details in relation to Council's presence at the upcoming Balmoral Show,

RESOLVED: To note the updated Economic Development Activity Report.

4.3 Ballymena Business Improvement District Update

The report, previously circulated, to provide Members with an update on the Ballymena Business Improvement District (BID) activity from November 2025 to March 2026.

RESOLVED: To note the successful outcomes of Ballymena Business Improvement District activity during the last quarter.

4.4 Student Pitch Challenge Competition

The Head of Economic Development provided an overview of the report, previously circulated, which updated Members on the success of Town Centre Student pitch challenge competition.

In response to Members' queries, the Head of Economic Development undertook to continue to investigate other ways to engage with schools in the Carrickfergus area and to provide an update to Committee Members on the ideas raised by the students who took part.

RESOLVED: To note the efforts of the students that took part in the competition and the success of the Student Pitch Challenge.

4.5 Activate your Curiosity 2026-2027

In providing an overview of the report, previously circulated, the Head of Economic Development updated Members on the Activate Your Curiosity Initiative and sought approval to deliver the programme in 2026-2027.

The Head of Economic Development confirmed that there was no financial cost to Council. A Member suggested that it would be important in terms of networking for the Chair and Vice Chair to attend.

It was proposed by Councillor Beggs, seconded by Councillor McKeen and

RESOLVED:

- (i) To note the Activate Your Curiosity 2025-2026 delivery to date.
- (ii) To recognise the commitment and contribution of the external companies, sponsors and academic organisations and the relationships developed with the Council in delivering a successful flagship event and wider programme.
- (iii) To approve to host Activate Your Curiosity and all supporting activities in 2026-2027 subject to securing private sponsorship and Department for Communities' funding.

4.6 PEACEPLUS Screenings

Report, previously circulated, to provide Members with the PEACEPLUS Screenings and assessments required to support implementation of the Mid & East Antrim PEACEPLUS Local Action Plan for noting.

RESOLVED: To note the development of the PEACEPLUS Data Protection Impact Assessment, Equality Screening, Rural Needs Assessment and Climate, Environmental and Social Assessment.

5 ITEMS FOR RECOMMENDATION TO COUNCIL

There were no items for recommendation.

6 TABLED QUESTIONS

No tabled questions had been received.

The information contained in the reports associated with the following items was restricted in accordance with Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

It was proposed by Councillor Warwick, seconded by Councillor Johnston, and

RESOLVED: That the Meeting goes into Closed Committee.

In accordance with Council policy, members of the press and the public were not in attendance for this section of the Meeting.

7 ITEMS FOR CONSIDERATION/DECISION – CLOSED COMMITTEE

7.1 Local Economic Partnership Action Plan

The item was restricted as information fell under the prescribed exemptions - Local Government Act (NI) 2014 Schedule 6, Part 1, Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the council holding that information). The report would become unrestricted when all the necessary procurement processes had been finalised.

The Head of Economic Development provided an overview of the report, previously circulated, which sought Members' approval for the Mid and East Antrim Local Economic Partnership Action Plan to enable submission to Department for the Economy for funding approval.

In response to Members' requests for further information on individual projects the Director of Growth and Major Projects undertook to convene a Workshop for the Local Economic Partnership and Members of the Environment & Economy Committee to provide an overview of projects

contained within the action plan, prior to submission for approval to May Full Council.

The Head of Economic Development agreed to provide figures in a more readable format and confirmed that whilst projects addressing disabilities/additional needs would not be eligible within this Plan, these projects would be eligible within the Labour Market Partnership (LMP) Action Plan.

It was proposed by Councillor McKeen, seconded by Councillor A Clarke and

RESOLVED: To convene a Workshop for the Local Economic Partnership and Committee Members to provide an overview of each project proposal within the MEA Local Economic Partnership Action Plan 2026-2028, prior to submission for approval to May Full Council.

7.2 **Arc21 Waste Contract and Procurement Issues**

The item was restricted as information fell under the prescribed exemptions: Local Government Act (NI) 2014, Schedule 6, Part 1, Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the council holding that information). The report would never become unrestricted from publication.

The Waste Contracts Manager provided an overview of the report, previously circulated, which sought approval for the extension of the arc21 contract for Transfer and Haulage - Lot 1.

In response to Members' requests, the Director of Place agreed to provide an update to the Operations Sub-Committee, or other appropriate forum, on the ongoing review of the waste management process.

It was proposed by Councillor Beggs, seconded by Councillor Philpott and

RESOLVED: to approve the extension of Lot 1 of the arc21 Transfer and Haulage Contract with the company detailed within the report for a period of one year from 1 August 2026.

7.3 **Policy for Household Recycling Centres: Restricted Access for Commercial Vehicles**

The item was restricted as information fell under the prescribed exemptions - Local Government Act (NI) 2014 Schedule 6, Part 1, Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the council holding that information). The report would never become unrestricted from publication.

The Household Recycling Centre Manager provided an overview of the report, previously circulated, which advised Members that following

approval to implement a booking system for vans and large trailers visiting MEA Council's Household Recycling Centres, policy and procedures had been developed for approval.

In response to Members' concerns in relation to aspects of the draft Policy which would inconvenience ratepayers using the service, the Director of Place agreed to make tracked changes as discussed to reflect a similar approach to a neighbouring Council and to submit to May Full Council for approval, following which the Policy would be kept under review.

It was proposed by Councillor A Clarke, seconded by Alderman McCaughey and

RESOLVED: To note amendments to the draft Policy for Household Recycling Centres: Restricted Access for Commercial Vehicles and Procedures and that this be brought to May Full Council for approval with tracked changes indicated.

7.4 Digital Transformation Flexible Fund

The item was restricted as information fell under Part 1, schedule 6 of the Local Government Act (NI) 2014 - Paragraph 3 Information relating to the financial or business affairs of any particular person (including the council holding that information).

The report would become unrestricted when the funder had processed all outstanding funding claims to successful businesses which would allow final contributions to be confirmed.

The Head of Economic Development provided an overview of the report, previously circulated, which updated Members on the Digital Transformation Flexible Fund grant (DTFF) and to seek approval for an additional match contribution, if required, to close out the programme.

It was proposed by Councillor Johnston, seconded by Alderman Logan and

RESOLVED: to approve the additional match funding contribution to Newry, Mourne and Down District Council for management of the Digital Transformation Flexible Fund should the programme require a three-month extension beyond 31 March 2027.

7.5 AI Growth Zones Update

This item was restricted as information fell under the prescribed exemptions: Part 1, Schedule 6 Local Government Act (NI) 2014 - Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the council holding that information) as this report contained commercially sensitive information.

The report would never be released as a Non Disclosure Agreement was in place between Council and EPUKI the project applicant

The Head of Economic Development provided an overview of the report, previously circulated, to update in relation to the Department for Science, Innovation and Technology's (DSITs) Artificial Intelligence Growth Zones (AIGZs) programme and subsequent application process.

The Director of Growth and Major Projects undertook to consider how Council could continue to develop political traction to support the project outcome.

RESOLVED: to note the update on the IEPUKI application to the AIGZ programme and the ongoing work by Officers and Departments to support the application from EPUKI for an AIGZ to be located in the Borough. Strong political endorsement is critical across local and central government to support the anchoring of an AI Growth Zone in Mid and East Antrim.

7.6 Go Succeed 2026-2027

This item was restricted as information fell under the prescribed exemptions: Part 1, Schedule 6 Local Government Act (NI) 2014 - Paragraph 3: Information relating to the financial or business affairs of any particular person (including the council holding that information)
The report would become unrestricted when the funder(s) issued Letters of Offer for the Go Succeed Service.

The Head of Economic Development gave an overview of the report previously circulated, to update Members on the funding situation for the NI Enterprise Support Service (known as Go Succeed) and to seek approval of match funding for 2026-2027.

It was proposed by Councillor McKeen, seconded by Councillor Beggs and

RESOLVED:

- (i) to approve match funding as detailed in the report to the NI-wide Council-led Go Succeed Business Support Programme as part of Council's statutory duty.
- (ii) to approve to fund the shortfall through a reserve release.

8 ITEMS FOR RECOMMENDATION TO COUNCIL

There were no items for recommendation.

OPEN COMMITTEE

It was proposed by Councillor Hadden, seconded by Councillor Henry, and

8

RESOLVED: That the Meeting returns to Open Committee.

9 FORWARD PLAN FOR ENVIRONMENT & ECONOMY COMMITTEE

Members noted the circulated Forward Plan and Agenda for the next Environment & Economy Committee scheduled for 27 May 2026.

The meeting ended at 8.09pm.

..... Mayor

..... Interim Chief Executive

..... Date

DRAFT

**MID AND EAST ANTRIM BOROUGH COUNCIL
AUDIT & SCRUTINY COMMITTEE**

**Minutes of Meeting held on Tuesday 21 April 2026 at 6.30pm
in the Council Chamber, The Braid, 1-29 Bridge Street, Ballymena
and via remote access**

- In the Chair:** Alderman B Ashe, MBE (Chair)
- Vice-Chair:** Councillor A Henry
- Present:** Alderman T Gordon
Councillor R Beggs
Councillor R Quigley
- Present remotely:** Councillor A Barr
Councillor C Harwood
- Attendance:** Ms M Hegarty, Assistant Director – Finance
Mr T Wilkinson, NIAO representative
Ms C McDermott, Deloitte representative
Ms L McEvoy, Deloitte representative
Mrs G Carmichael, Governance & Democratic Services Officer
- Attendance remotely:** Ms L Donnan, Interim Director of Corporate Services
Mr D Kinsella, Deloitte representative
- Press:** There were no members of the press present.
- Public:** No members of the public were in attendance.

ITEM MINUTE

1 NOTICE OF MEETING

The Assistant Director of Finance read the Notice of Meeting.

2 APOLOGIES

Apologies were received from
Alderman P Reid.

3 DECLARATION OF INTEREST

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

No declarations were received.

4 ITEMS FOR CONSIDERATION / DECISION

4.1 Internal Audit – Waste Management Report

The report on Mid and East Antrim Borough Council, Internal Audit of Waste Management, was circulated to Members to note.

Ms McDermott highlighted the priority ratings from the report and responded to Members' queries regarding the findings from the Waste area.

In response to a query regarding the booking system for vans at the Household Recycling Centres, the Interim Director of Corporate Services advised that progress was being made and should be in place by the agreed date.

RESOLVED: to note the Internal Audit – Waste Management Report.

4.2 Audit & Scrutiny Progress Report

Report previously circulated to note the Mid and East Antrim Borough Council Audit and Scrutiny Committee Progress Report.

RESOLVED: to note the Audit and Scrutiny Committee Progress Report.

4.3 Internal Audit – Annual Assurance Report

Report previously circulated to approve the Mid and East Antrim Borough Council Internal Audit Annual Report 2025/26.

The Chair advised the Committee that Officers had expressed concerns around the opinion issued by Internal Audit and referred to the letter sent to Internal Audit by the Interim Director.

Members voiced their concern regarding the opinion of limited assurance from the Internal Audit and discussion ensued from Members and the Deloitte representative regarding this issue.

The Interim Director of Corporate Services noted that some factual inaccuracies in the current internal audit report in the section Themes Arising, specifically around incomplete policy documentation.

Discussion further continued around the matter, and the internal audit stated that their opinion would not change the committee accepted the report but recording the views of the Council officers

It was proposed by Councillor Beggs, seconded by Alderman Gordon, and

RESOLVED: to approve the Internal Audit Annual Assurance Report 2025/26 and to request that the inaccuracies within the Themes Arising section is updated in the final version, noting the views of officers.

4.4 Annual Internal Audit Plan 2026/27

Report previously circulated to approve the Mid and East Antrim Borough Council Annual Internal Audit Plan 2026/27.

Members voiced their concern regarding the need to audit PCSP annually and the Assistant Director – Finance advised that it was a requirement from the funders.

It was proposed by Alderman Gordon, seconded by Councillor Beggs, and

RESOLVED: to approve the Annual Internal Audit Plan 2026/27.

4.5 Evaluating the Impact and Effectiveness of the Audit Committee

Report previously circulated to inform the Committee of the requirement to undertake a self-assessment of its effectiveness, in line with good governance practice and relevant professional guidance.

Members discussed the options presented within the report and the Interim Director of Corporate Services detailed that option b would require a separate workshop with the Committee.

Members were content to select option A, that the Chair prepares an initial draft self-assessment for consideration by the Committee, consistent with the approach taken in the previous year.

RESOLVED: to review the NIAO checklist and to approve option A, that the Chair prepares an initial draft self-assessment for consideration by the Committee, consistent with the approach taken in the previous year.

4.6 Corporate Risks

Report previously circulated to note advise of the Corporate Risks, including the updated Corporate Risk Register.

RESOLVED: to note the contents of the report, including the Corporate Risk Register.

5 ITEMS FOR RECOMMENDATION TO COUNCIL

There were no items for recommendation.

6 TABLED QUESTIONS

No questions had been received.

The information contained in the reports associated with the following items was restricted in accordance with Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

It was proposed by Alderman Gordon, seconded by Councillor Beggs, and:

RESOLVED: that the Meeting goes into Closed Committee.

In accordance with Council policy, members of the press and the public were not in attendance for this section of the Meeting.

7 ITEMS FOR CONSIDERATION/DECISION – CLOSED COMMITTEE

7.1 Corporate Risk Register

The item is restricted as information fell under the prescribed exemptions: Part 1, Schedule 6 Local Government Act (NI) 2014 – Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the council holding that information) – as this item includes commercially sensitive information.

If restricted from publication, the report would become unrestricted:
Never

The report previously circulated to present Elected Members with the latest Corporate Risk Register, following its recent review by SMT and an update on service risks was discussed for noting.

The Assistant Director – Finance, highlighted to Members updates to the Risk Register regarding Procurement and increased scoring around Finance and Sustainability due to the unrest in Iran and ongoing fuel costs.

RESOLVED: to note the updated Corporate Risk Register

7.2 Update on recommendations from Local Government Auditor's Report 2023-2025

The item was restricted as information fell under the prescribed exemptions: Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014 – Information relating to the financial or business affairs of any particular person (including the Council holding that information)

If restricted from publication, when will the report become unrestricted:
Never.

Report circulated to provide an update on the Council's progress in implementing the recommendations issued by the Local Government Auditor (LGA) in the Auditor's Reports covering the period 2023-2025.

RESOLVED: to note the progress made to date in implementing the Local Governments Auditor's recommendations for 2023 – 2025 and the ongoing work to complete the remaining actions.

7.3 NIAO External Audit Strategy

The item was restricted as information fell under the prescribed exemptions: Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014 – Information relating to the financial or business affairs of any particular person (including the Council holding that information)

If restricted from publication, when will the report become unrestricted:
Never.

Mr Wilkinson, NIAO, guided Members through the report and drawing attention to the key actions.

Discussion ensued from Members and Officers regarding the audit fee in comparison to other Councils. Mr Wilkinson agreed to discuss further with the auditor.

Report previously circulated from the Northern Ireland Audit Office, regarding the External Audit Strategy.

RESOLVED: to note the NIAO External Audit Strategy.

8 ITEMS FOR RECOMMENDATION TO COUNCIL – CLOSED COMMITTEE

There were no items for recommendation to Council

9 TABLED QUESTIONS – CLOSED COMMITTEE

No questions were received.

On the proposal of Alderman Gordon, seconded by Councillor Henry, it was:

RESOLVED: that the Meeting returns to Open Committee.

10 FORWARD PLAN FOR AUDIT AND SCRUTINY COMMITTEE

Members noted the circulated Forward Plan for Audit and Scrutiny Committee.

The meeting ended at 7.40pm

..... Mayor

..... Interim Chief Executive

..... Date

Council/Committee:	Full Council
Date:	11 May 2026
Report Title:	Inclusion & Equality Sub-Committee Update
Publication Status:	Open
Author:	Siobhan Fisher, Assistant Director Citizen Focus
Approver:	Laureen Donnan, Interim Director of Corporate & Support Services

1. Purpose

- 1.1. To provide Council with an update from the Inclusion & Equality Sub-Committee.

2. Background

- 2.1. The Inclusion & Equality Sub-Committee was formed following a proposal by Cllr Armstong in July 2023, which was seconded by Cllr Donnelly.
- 2.2. The most recent meeting of the Sub-Committee was held on 27 April 2026.

3. Key Issues for Consideration

There were 6 main items on the agenda for discussion.

- 3.1. Update on Equality and Disability Action Plans from the Equality, Diversity & Inclusion (EDI) Network

Members were updated on the work of the EDI Network and progress against the actions included within Council's Disability and Equality action plans.

There are a total of 51 actions for year 3 in the Disability Action Plan. At the end of Q4, 45% have been achieved or are on track, 8% are delayed but progressing, 16% have not been achieved or have stopped, and 31% have been successfully closed off.

There are a total of 18 actions for year 3 in the Equality Action Plan, which is appended to Council's Equality Scheme. At the end of Q4, 33% have been achieved or are on track, 22% are delayed but progressing, 6% have not been achieved or have been stopped, and 39% have been successfully closed off.



3.2. Inclusive Summer Opportunities Grant Funding Scheme

Members were provided with an update following a report which was presented to March Full Council outlining the new Inclusive Summer Opportunities Grant Scheme.

Officers have developed a guidance document to support the application process. The funding opportunity will be publicly advertised and shared with stakeholders. A communications plan will be developed to promote the programme and highlight partnerships and links to the Inclusion & Equality Sub-Committee.

3.3. Changing Places Development

Members were provided with an update on the progress of the development of a Changing Places facility at the Braid Arts Centre, Ballymena, to support inclusion of people with complex disabilities.

Officers have assessed feasibility and identified a preferred location. Engagement with Building Control and an external fire risk assessor to confirm compliance and suitability is ongoing.

In addition, officers have identified a surplus Changing Places pod at the Carnfunnock site which is available for relocation. Market Yard, Larne has been proposed as a suitable relocation site, reflecting previous requests from local groups. Officers are progressing feasibility work, including assessment of installation/costs, wastewater connections, and planning requirements under permitted development.

3.4. Progress of Fixed Base (WAVES)

Members were given the opportunity to hear from the WAVES community group at the last meeting. The group outlined key challenges, including lack of permanent premises, limited access to funding, and storage/set-up constraints.

Officers explored options to provide a more sustainable solution. A long-term booking arrangement, with support for storage and equipment management, has been identified as feasible, however provision of a formal lease for these purposes is not possible due to the multifunctional use of the facilities.

3.5. Rural Needs and Equality Training

Members were provided with an update regarding Rural Needs and Equality training.

Tailored department-specific training has been developed and is being rolled out across service areas. Additional training for Elected Members, SMT, Assistant Directors, Heads of Service and Strategic Managers is also planned. Rural screening training will be delivered by DAERA and Equality screening by ECNI.

3.6. Equality and Disability Action Plans 1 Year Proposed Extension

Members were advised that Council's current Equality and Disability Action Plans are due to conclude on 31 March 2027. Officers are considering a 1-year extension, to align the new plans with the development of the next Corporate Plan for 2028-2032. This would allow for a more comprehensive consultation exercise to be completed. A report will be brought to Members in due course.

4. General Considerations / Implications

- 4.1. Financial implications – the Inclusion & Equality Sub-Committee is supported by staff from existing agreed budgets. During rate setting, budgets were approved to progress the Inclusive Summer Opportunities Grant Funding Scheme and the development of the Changing Places facility.
- 4.2. Alignment with Corporate Plan – the work of the Inclusion & Equality Sub-Committee aligns with Council's corporate priorities and statutory duties.

5. Proposed Way Forward

- 5.1. The Inclusion & Equality Sub-Committee will meet on a quarterly basis. Updates on progress and discussions will be brought to Members at Full Council.

6. Recommendation or Decision

- 6.1. Council are asked to note the update from the Inclusion & Equality Sub-Committee.



**Mid & East
Antrim**
Borough Council

7. Appendices / Link

Appendix 1: Notes and actions from Inclusion & Equality Sub-Committee 27 April 2026

NOTES AND ACTIONS – Inclusion & Equality Sub-Committee

Date: Monday 27 April 2026 at 6.30pm
Via MS Teams

Present**Elected Members:**

Cllr Maeve Donnelly (Vice Chair)
 Cllr Tyler Hoey
 Cllr Ruth Lawrence
 Cllr Archie Rae

Officers:

Siobhan Fisher - Assistant Director of Citizen Focus (SF)
 Laura-Jane McCloy - Policy, Performance & Partnership Manager (LJM)
 Ellen Boyd – Inclusion & Equality Manager (EB)
 Liza Walker – Consultation & Engagement Officer (Note Taker)
 Catherine Black – Acting Head of Community Planning & Development (CB)

ITEM	ACTION
	NOTICE OF MEETING
	The Acting Chair, Cllr Donnelly read out the notice of the meeting.
1	WELCOME AND INTRODUCTIONS
	Cllr Donnelly commenced the meeting, welcomed the attendees and expressed appreciation for their participation.
2	APOLOGIES
	Apologies received from Cllr Bethany Ferris and Cllr Matthew Armstrong.

NOTES AND ACTIONS – Inclusion & Equality Sub-Committee

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3	DECLARATIONS OF INTEREST
	<p>Cllr Donnelly declared an interest, that she was a teacher at Roddensvale School.</p> <p>There were no additional declarations of interest noted.</p>
4	UPDATE ON EQUALITY & DISABILITY ACTION PLANS FROM THE EQUALITY, DIVERSITY & INCLUSION NETWORK - CIRCULATED
	<p>The Chair invited comments about the circulated Equality (EAP) and Disability (DAP) Action Plan progress reports.</p> <p>Action update from the previous meeting: EB to provide an update to Cllr Donnelly, via email, on the progress with the Placement Insights Programme for Roddensvale School.</p> <p>Cllr Donnelly welcomed the update and progress within the Disability Action Plan, noting the positive engagement of students from Roddensvale school with Council-led programmes.</p> <p>Cllr Donnelly happy to approve, seconded by Cllr Rae.</p>
5	INCLUSIVE SUMMER OPPORTUNITIES GRANT SCHEME – VERBAL (EB)
	<p>Members were advised that, following the last meeting in February, a report was presented to March Full Council confirming the establishment of an Inclusive Summer Opportunities Grant Funding Scheme. The scheme will support organisations across the Borough to deliver accessible and inclusive activities for children and young disabled people.</p> <p>The funding opportunity will be publicly advertised for a two-week period via the Council's website, social media channels and shared with key stakeholders. A pre-advert is expected in early May.</p> <p>Following the appointment of successful delivery organisations, a communications plan will be developed to promote the initiative and associated partnerships.</p>

NOTES AND ACTIONS – Inclusion & Equality Sub-Committee

	<p>Members discussed concerns about ensuring the funding is allocated to suitably qualified organisations. Officers advised that they are mindful of this risk and that a robust and thorough assessment process will be applied.</p> <p>There was a shared view between Members and Officers that the initiative was very much needed and welcomed.</p>
6	<p>BRAID CHANGING PLACES FACILITY – VERBAL (EB)</p> <p>A need was identified by Members and Officers for the provision of a Changing Places facility within The Braid to support the participation of people with severe and complex disabilities in public life. Officers have explored potential location options and identified a preferred site based on the required criteria. Work is currently ongoing with the Building Control team and an external fire risk assessor to confirm the suitability of the proposed location.</p> <p>In addition to The Braid Changing Places, a surplus Changing Places pod has been identified at the Carnfunnock site and is available for relocation. Market Yard, Larne, has been identified as a potential site, and Officers are assessing feasibility, with initial findings indicating the site is suitable and likely within permitted development.</p> <p>Members welcomed the development, noting that the Market Yard has potential for multiple uses. It was viewed as a positive addition and evidence of the Sub-Committee's commitment to progressing initiatives for the benefit of the Borough.</p>
7	<p>PROGRESS OF FIXED BASE FOR WAVES – VERBAL (EB)</p> <p>Members previously received a presentation from representatives of local community group WAVES, outlining the group's activities, costs and support needs. Key challenges were highlighted, particularly the lack of permanent premises which limits access to funding. Officers investigated options and confirmed that a long-term booking arrangement, including storage and equipment management support, could be facilitated.</p> <p>However, officers advised that a lease could not be offered, as Council community centres are communal, multi-functional spaces and are therefore not suitable for self-contained leases.</p>

NOTES AND ACTIONS – Inclusion & Equality Sub-Committee

8	RURAL NEEDS AND EQUALITY TRAINING – VERBAL (LW)
	<p>Members were updated on the rollout of department-specific rural and equality screening workshops following feedback on last year's online training. The EDI team has delivered four interactive sessions to date, training 31 officers nominated by Department Heads, with further workshops planned to cover all service areas.</p> <p>Feedback has been positive, with increased confidence reported. Additional training for Elected Members, SMT, Assistant Directors, Heads of Service and Strategic Managers is being arranged, with rural screening to be delivered by DAERA and equality screening by ECNI.</p> <p>Members welcomed the item and expressed their appreciation to officers for bringing screening to the forefront. Members also confirmed their willingness to encourage attendance and promote the training among their colleagues.</p>
9	EQUALITY & DISABILITY ACTION PLANS – VERBAL (LW)
	<p>Members were advised that the Council's current Equality and Disability Action Plans are due to conclude on 31 March 2027. Officers are considering a 1-year extension, to align the new plans with the development of the next Corporate Plan for 2028-2032.</p> <p>This approach allows both to be informed by the same extensive consultation, including a Residents Survey, and ensures equality and disability objectives are fully embedded within the Council's strategic priorities rather than operating separately. Key benefits will include stronger strategic alignment, clearer accountability, more efficient use of resources, and streamlined planning, monitoring, and reporting, while maintaining full statutory compliance.</p> <p>Members were advised that no decisions had been finalised and that the proposal would be brought to Members in due course. All agreed that this was a positive and sensible approach.</p>
10	ANY OTHER BUSINESS
	<p>Cllr Hoey advised that he is bringing a Notice of Motion would to Council, proposing that all Council-owned buildings provide SEN sensory boxes.</p>

NOTES AND ACTIONS – Inclusion & Equality Sub-Committee

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	<p>Members and officers welcomed the proposal and agreed it would support and strengthen the Council's inclusive vision.</p> <p>Officers advised that plans were in place to expand the current 'YourMEA' communications campaign, to promote the Council's Equality, Diversity and Inclusion work. It was noted that a significant amount of activity is underway, as reflected in the action plans, and that this work should be more widely promoted. Members agreed with this approach.</p>
11	DATE OF NEXT MEETING
	<p>Cllr Donnelly advised that the next meeting is scheduled to take place on 17 August 2026.</p> <p>Members enquired whether the Inclusive Summer Opportunities Grant Funding Scheme would be up and running by that time, which officers confirmed it would be. In the interim, Officers would keep Members updated on the progress of the scheme.</p>

Memorial Sub-Committee Meeting – Wednesday 1 October at 2.30pm via Teams

Attendees: Cllr Peter Johnston (Chair), Cllr Gregg McKeen, Cllr Alan Barr, Cllr Jackson Minford, Cllr Matthew Warrick, Shaun Morley, Steven Bailie, Mark McNeill, Ross Hickey, David Hume

Apologies: Cllr Maeve Donnelly, Cllr Tyler Hoey

Notes: PA to Director of Development

Item	Action	By
1.	WELCOME & INTRODUCTIONS	
	<p>Cllr Johnston welcomed everyone to the meeting. Quorum was not met, it was agreed that no Chair or Vice-Chair could be elected. Members agreed to receive updates on each of the matters from officers.</p> <p>Cllr McKeen advised he would meet with the Chief Executive in relation to the quorum required.</p>	
2.	APOLOGIES	
	Apologies received and noted.	
3.	DECLARATIONS OF INTEREST	
	No declarations of interest were received	
4.	ITEMS FOR DISCUSSION / UPDATE	
4.1	Appointment of Chair and Vice-Chair	
	Deferred to December meeting – no quorum	
4.2	Memorial Sub-Committee Terms of Reference	
	Deferred to December meeting – no quorum	

4.3	Notes of previous Memorial Sub Committee Meeting (August 2025) Noted	
4.4	Ballymena Second WW Memorial Re-dedication Update Agreed to take this item off the agenda until more information becomes available.	
4.5	Larne Second World War Memorial-Research & Missing Names Update provided by Ross Hickey: <ul style="list-style-type: none"> • Names verified: 116 confirmed for addition (higher than expected). • New structures: Two additional obelisks will be installed alongside existing ones, and benches will be relocated for improved layout. • Larne Memorial is a listed building and issues have risen in relation to planning. • Budget: £12,000 originally allocated; estimated cost now £27k due to increased number of names. Additional funding will be sought. • Timeline: Working with planning and will then have to go back through the procurement process, report to be potentially ready for the December Committee. 	Ross liaising with Planning
4.6	Plaques Photocall Update Carrick Memorial Plaque – update provided by Shaun Morely <ul style="list-style-type: none"> • Cllr Johnston felt current plaque design looks out of place, lacks the gravity the memorial deserves, and appears small/artificial compared to surrounding stonework and has asked Shaun to look into the possibility of a plaque to be placed over the existing plaque. • It was agreed that we are now passed the date of the photocall and to keep this item on the agenda for future updates. 	Action – Shaun to enquire about this
4.7	Programme of Works on Maintenance and Refurbishment Annual Maintenance: <ul style="list-style-type: none"> • Standardised approach to cleaning and inspection across all memorial sites. • Cleaning order will be issued over the next number of weeks, ahead of November events, to ensure consistent presentation. • Knockagh contractor has now been set up on the system. 	Shaun to enquire about having

	<ul style="list-style-type: none"> • Cllr McKeen asked could a deep clean be done on the memorials as some are quite badly stained and asked if any progress had been made in relation to a ban on dogs around the area. <p>Knockagh Monument:</p> <ul style="list-style-type: none"> • Major refurbishment remains scheduled for 2026, aligned with council commitments and increased partner contributions. • Contractor now set up on Tech 1 • Survey will give an up to date inspection of the monument and will be carried out in the next few weeks. 	more dog bins in the area
4.8	<p>GIS Mapping of Memorial Sites (Update)</p> <ul style="list-style-type: none"> • Progress Update (Matthew McCallion): <ul style="list-style-type: none"> ◦ All council-owned war memorials photographed, logged, and mapped. ◦ QR Code has been issued. ◦ Larne and Carrickfergus set up is almost complete. ◦ David Hume has met with the Comms team to discuss the launch and a date for a photocall. ◦ Matthew to arrange the photocall with the Mayors office. 	Matthew McCallion
4.9	<p>RUC Stained-glass Window</p> <ul style="list-style-type: none"> • Progress Update (Ross): <ul style="list-style-type: none"> ◦ The emblem has now been signed off. ◦ Ross will email the full version with Members when he receives it. 	Ross Hickey
4.10	<p>Any other Business</p> <ul style="list-style-type: none"> • Shaun advised Ald Reid had contacted him in relation to Larne Cemetery and asked if there would any objection to having a stone/plaque at the entrance to the cemetery on Remembrance Sunday as opposed to putting the individual crosses on all the graves. 	agreed
6.	<p>DATES FOR NEXT MEETINGS</p> <p>TBC</p>	

Meeting terminated at 3.15pm

Memorial Sub-Committee Meeting – Friday 24 April 2026 at 2.00pm via Teams

Attendees: Cllr Peter Johnston (Chair), Cllr Gregg McKeen, Cllr Jackson Minford, Cllr Matthew Warrick, Cllr Tyler Hoey, Ryan Black, Rowan Moore, Steven Bailie, Shirin Murphy, Matthew McCallion, Luke Irwin, Alex Carmichael.

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Apologies: Cllr Maeve Donnelly, Cllr Lawrie Philpott, Cllr Bethany Carson-Ferris, David Hume, Ross Hickey

Notes: PA to Director of Growth and Major Projects

Item	Action	By
1.	WELCOME & INTRODUCTIONS	
	Cllr Johnston welcomed everyone to the meeting.	
2.	APOLOGIES	
	Apologies received and noted.	
3.	DECLARATIONS OF INTEREST	
	No declarations of interest were received	
4.	ITEMS FOR DISCUSSION / UPDATE	
4.1	Notes of previous Memorial Sub-Committee Meeting – 1 October 2025 – circulated Agreed Proposer – Cllr Matthew Warwick Secunder – Cllr Gregg McKeen The note will now be tabled at the next Full Council for ratification	PA to Director
4.2	Plaques Photocall This item relates to the Queen Elizabeth plaques. It was noted that the timeframe for an official unveiling has likely passed, and there is a proposal to remove this item from the agenda. However, the plaque in Carrickfergus remains outstanding due to concerns regarding its design and how it fits with its surroundings.	

	<p>Actions:</p> <ul style="list-style-type: none"> • Officers to review the design, including consideration of more appropriate materials/colour matching. • Stephen to follow up with the relevant team (including David Hume) and provide an update. • Agreement that a clear update and timeframe should be provided before the next subcommittee meeting. • Interim updates may be circulated via email due to the quarterly meeting schedule. 	<p>Steven Baillie/David Hume</p> <p>PA to Director</p>
4.3	<p>Larne Second WW Memorial-Research & Missing Names Update</p> <p>An update was provided on the Larne World War II memorial project.</p> <p>Key points:</p> <ul style="list-style-type: none"> • Documentation was prepared in Autumn 2025 to allow additional names to be added. • Two panels are proposed (Larne Urban and Rural Districts). • Initial cost estimates: £17,500–£20,000; however, costs may increase due to project management, technical drawings, and site works (including relocation of benches). • The memorial's listed status requires planning and conservation input, causing delays. • The project is now progressing again, with a meeting scheduled for 29 April with Capital Works. <p>Next steps:</p> <ul style="list-style-type: none"> • Commission initial design drawings. • Develop scope for procurement and tendering. • Confirm budget (not currently included in 2026/27 capital plan). • Seek approval from the Neighbourhoods and Communities Committee. <p>Additional notes:</p> <ul style="list-style-type: none"> • Approximately 114 names are proposed for inclusion. • A rededication ceremony is planned, ideally before the November Remembrance. 	<p>Ross Hickey</p>
4.4	<p>Programme of Works on Maintenance and Refurbishment</p> <p>Update on maintenance works across memorial sites:</p> <ul style="list-style-type: none"> • Positive feedback received following recent cleaning works. • Accessibility improvements completed (e.g. dropped kerbs, resurfacing paths) in Larne. 	

	<ul style="list-style-type: none"> • Drone and 3D point-cloud surveys conducted on Knockagh Monument: <ul style="list-style-type: none"> ◦ Provides highly accurate condition monitoring. ◦ No immediate structural concerns identified. ◦ Allows tracking of any future movement or deterioration. <p>Actions:</p> <ul style="list-style-type: none"> • Continue detailed assessment of survey data. • Progress cleaning works and repairs on the Knockagh Monument as necessary. Cllr Johnston requested that cleaning take place within this financial year, per previous agreement. • Funding pot for ongoing maintenance is being built through joint committee contributions (update expected at next meeting on 30 April 2026) <p>Additional update:</p> <ul style="list-style-type: none"> • Cllr Johnston advised that through the Greenisland Regeneration Group they are pursuing a proposal to explore improved access routes to Knockagh Monument. 	Steven Bailie
4.5	<p>RUC Stained-glass window</p> <p>Final designs have been shared with the sub-committee and is awaiting approval from the Ballymena Royal Ulster Constabulary George Cross Association (expected by 27 April). Once approved, manufacturing and installation can proceed.</p> <p>Members expressed support for the design and welcomed progress on this long-standing item.</p>	
4.6	<p>Proposed Royal British Legion Wreath Hook at US Rangers Stone</p> <p>A request received from RBL to install a wreath hook, on the US Rangers Stone at Sunnylands. Carrickfergus RBL are content to carry out the work themselves and have therefore sought permission via the sub-committee. Due to insurance considerations, it may be more appropriate for Council to carry out the work.</p> <p>Recommendation</p> <p>Officers will progress as an operational maintenance matter and, if required, escalate any matters in line with governance requirements.</p> <p>Proposed – Cllr Tyler Hoey Seconded – Cllr Matthew Warwick</p>	Steven Bailie

4.7	<p>Interpretive panel for C/Sgt Brian Johnston, Carrickfergus, and the Falklands War</p> <p>There is currently no commemoration in Carrickfergus for Colour Sergeant Brian Johnston, a local Royal Marine who was killed in the Falklands War and awarded the Queen's Gallantry Medal for saving over 100 survivors from HMS <i>Antelope</i>. Johnston, who grew up in Carrickfergus and joined the Marines from school, later died with five colleagues when their landing craft was attacked at Choiseul Sound.</p> <p>Following discussions with his cousin and Alderman Ashe, it is proposed that an interpretive panel about the Falklands War, highlighting Johnston's service, be added to the Memorial Gardens, complementing the existing Second World War panels. This would depend on securing funding and remains at an early stage.</p> <p>The gardens already host commemorative stones and interpretation, and the addition of a Falklands panel would broaden the story told there. No issues are anticipated.</p> <p>Recommendation To seek approval to explore costs, design and related matters with officers, and report back to the subcommittee before progressing to Council or Committee, subject to funding and approvals. Proposed – Cllr Matthew Warwick Seconded – Cllr Gregg McKeen</p>	
4.8	<p>Carrickfergus War Memorial wreath placement concerns</p> <p>Each year the Remembrance event in Carrickfergus attracts increasing participation from civic and uniformed groups, resulting in around 30–45 wreaths being placed. These are currently laid loosely along the base of the memorial, which has prompted concerns about their security and the overall appearance. A member of the public raised this with an MLA, who then referred it on for consideration.</p> <p>Any solution would need to balance practicality, cost and the visual impact on the existing memorial. A site visit would help inform this.</p> <p>It was suggested that a wreath rack, similar to that in Ballymena Memorial Garden could be considered.</p> <p>Recommendation Officers will progress as an operational maintenance matter and, if required, escalate any matters in line with governance requirements.</p>	

	Proposed – Cllr McKeen Seconder – Cllr Tyler Hoey	
4.10	<p>Any other Business</p> <p>a) Dog Control at Memorial Sites Concerns were raised by Cllr Gregg McKeen regarding dogs within memorial gardens, including damage to the gardens and lack of control. Existing enforcement challenges were noted and discussion took place around the best way forward.</p> <p>Recommendation Proposal to invite a representative from the enforcement team to the next meeting to present options.</p> <p>Action: Add to next agenda and invite the relevant officer.</p>	PA to Director
6.	<p>DATES FOR NEXT MEETINGS</p> <ul style="list-style-type: none"> Next meeting to be scheduled following AGM and confirmation of membership. 	

Meeting terminated at 14:41pm

Council/Committee:	Full Council
Date:	11 May 2026
Report Title:	The use of the Council Seal
Publication Status:	Open
Author:	Cathy Grant, Acting Corporate Solicitor
Approver:	Laureen Donnan, Interim Director of Corporate Services

1. Purpose

- 1.1. This report is to provide Elected Members with an update on the use of the Council Seal and the legal requirement to use the Seal in certain transactions.

2. Background

- 2.1. The signing and sealing of a document is the formal process used to confirm that the document has been formally approved and is legally binding on the Council.
- 2.2. Whilst all documents are signed, not all documents are required to be both signed and sealed. Sealing is the use of the Council's official seal which is attached to a document and is a legal formality required for specific classes of legal documents, typically, leases, deeds and legal agreements where legislation requires execution as a deed.
- 2.3. Section 99(1) of the Local Government Act (Northern Ireland) 1972 (the Act) provides that a council may enter into contracts necessary for the discharge of any of its functions.
- 2.4. The Council's Scheme of Delegation details who may approve contracts and the financial limits of the approver. All contracts with a value over £150,000.00 must be approved by Council. The Council has recently updated/approved its procurement strategy and policy, [Mid and East Antrim Borough Council Procurement Strategy and Policy](#) As from 1st February 2026 all contracts with a value over £50,000.00 must be put out to tender.
- 2.5. By virtue of Section 100 of the Act any contract or instrument made by the Council with a value in excess of £30,000.00 must be made under seal.

- 2.6. Section 120(1) of the Act provides that every council shall provide for the safe custody of its common seal which shall be used only –
- (a) under the authority of a resolution of the council, or
 - (b) in accordance with standing orders of the council.
- 2.7. Standing Order 13.1, of the Council's Standing Orders provides that the seal of the Council shall be affixed to a document only on the authority of:-
- (a) resolution of the Council;
 - (b) a resolution of a Committee which the Council has empowered to authorise the use of the seal;
 - (c) a decision by the Council, or a duly authorized Committee or Officer, to do anything where a document under seal is necessary to complete the action.
- 2.8. Standing Order 13.2, of the Council's Standing Orders, provides that the sealing of a document shall witnessed by the Mayor or Deputy Mayor or relevant Chair and Clerk & Chief Executive Deputy Chief Executive or Director.

3. Key Issues for Consideration

- 3.1. It is a legal requirement that the Council Seal is affixed to any document concerning land and/or any contract or instrument made by the Council with a value in excess of £30,000.00. Failure to seal such documents is a breach of Section 100 of the Act and may render the contract void or unenforceable. Failure to execute a contract where a successful bidder has been appointed may leave Council open to challenge. It is also contrary to the relevant provisions of the Council's Standing Orders and is potentially an audit and governance risk.
- 3.2. Any documents listed under the 'Sealing' agenda will be in relation to a transaction which has previously been authorised by a resolution of Full Council or Committee. The sealing of the document will be required to complete the matter.
- 3.3. The presentation of items at Full Council for sealing is not an opportunity to reconsider the original decision. There is no opportunity for debate on the merits of the contract/agreement which Council has entered into. Elected Members will have an opportunity to discuss all aspects of contract awards and are encouraged to engage fully in the decision-making stage of such awards when they are being considered at Committee, Full Council etc prior to sealing.



4. General Considerations / Implications

- 4.1. Financial implications N/A
- 4.2. Human Resources N/A
- 4.3. Equality Screening N/A
- 4.4. Assets N/A
- 4.5. Alignment with Corporate Priorities and Link to Corporate Plan N/A
- 4.6. Rural Proofing and Environmental Impact N/A

5. Proposed Way Forward

- 5.1. All documents which must be sealed will be brought to Full Council in order that Elected Members endorse the sealing of the documents and the recording of those on the Council's sealing list.

6. Recommendation or Decision

- 6.1 Elected Members are asked to note the content of this report.