

**LISBURN & CASTLEREAGH CITY COUNCIL**

**Minutes of Special Meeting of the Corporate Services Committee held remotely and in the Council Chamber, Island Civic Centre, The Island, Lisburn on Wednesday 24<sup>th</sup> January 2024 at 6.00 pm.**

**PRESENT IN COUNCIL CHAMBER:**

Alderman O Gawith (Chair)  
Councillor A Ewing (Vice-Chair)  
The Right Worshipful The Mayor  
Councillor A Gowan  
Aldermen A Ewart MBE, and H Legge  
Councillors T Beckett, K Dickson, A Givan,  
B Higginson and The Hon N Trimble

**PRESENT IN A REMOTE LOCATION (COMMITTEE):**

Deputy Mayor  
Councillor G McCleave  
Councillors P Burke, N Eaton and C Kemp

**OTHER MEMBERS OF COUNCIL PRESENT IN CHAMBER**

Alderman A Grehan  
Councillors P Catney, G Hynds and A Martin

**OTHER MEMBERS OF COUNCIL PRESENT IN A REMOTE LOCATION:**

Alderman M Gregg  
Councillors P Kennedy, S Lowry, A McIntyre and G Thompson

**IN ATTENDANCE:**

Chief Executive  
Director of Finance & Corporate Services  
Director of Organisation Development & Innovation  
Head of Finance  
Finance Manager  
Assistant Accountant  
Member Services Officers (RN & CH)

**Commencement of Meeting**

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

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

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

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

Councillor A Ewing entered the Chamber during the housekeeping announcements. (6.02 pm)

1. Apologies (00:02:36)

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

2. Declarations of Interest (00:02:51)

The Chair invited Members to declare any interests they might have in relation to the business of the meeting and reminded them of the requirement that they complete Declaration of Interest forms in this regard which had been provided with the papers for the meeting and which were also available in the Chamber.

There were no Declarations of Interest.

3. Confidential Report from Director of Finance & Corporate Services (00:03:09)

The Chair asked that - in line with Item 5.15 of the Protocol and Etiquette for attending meetings on a remote basis – those Members attending the meeting on a remote basis ensure that the meeting could neither be seen nor heard by any other person at those remote locations.

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

3.1 Estimates Process 2024/2025

(Confidential for reason of (i) information relating to the financial or business affairs of any particular person (including the Council holding that information) and (ii) information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a Government Department and employees of, or office holders under, the Council.)

Report will never become available. (Final estimates will be released.)

In Committee

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

3.1 Estimates Process 2024/2025

3.1.1 Discussion

A copy of the draft Estimates of Income & Expenditure for the Financial Year 2024/2025, together with an explanatory report by the Director of Finance & Corporate Services, had been made available prior to the meeting. The Director of Finance & Corporate Services presented the report.

The Deputy Mayor, Councillor G McCleave, joined the meeting on a remote basis during the Director’s presentation of the Draft Estimates. (6.04 pm)

Two members of staff from the Finance Department who had been very much involved in the preparation of the Draft Estimates were present at the meeting in an observer capacity, namely the Finance Manager (Elaine Simpson) and the Assistant Accountant (Elena Hughes).

3.1.2 Decision

It was proposed by Councillor A Ewing, seconded by Alderman O Gawith and agreed to recommend that the percentage variance for the financial year 2024/2025 in regard to the District Rate for both Domestic properties and for Non-Domestic properties (Item 1.26 of the Director’s report refers) be presented to the Special Meeting of Council being held on the 8<sup>th</sup> February 2024.

The Chair and Vice-Chair of the Committee expressed their thanks to the Chief Executive, Directors, Head of Finance and Finance Team for their work on the Draft Estimates. Thanks were also expressed to the Committee members, and the Chairs, Vice-Chairs and members of the other Committees.

Resumption of Normal Business (00:04:23)

It was proposed by Councillor B Higginson, seconded by Councillor N Trimble and agreed to come “out of Committee”. Normal business and the recording were resumed.

There being no further business, the Special Meeting concluded at 6.12 pm.

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MAYOR/CHAIR