

May 29th, 2024

**Notice Of Meeting**

You are requested to attend the meeting to be held on **Wednesday, 5th June 2024 at 11:00 am** in **City Hall, Bangor.**

# Agenda

## Agenda

[AM 5.6.2024 Agenda.pdf](#)

Page 1

### 1. Prayer

### 2. Apologies

### 3. Declarations of Interest

### 4. Mayor's Review

### 5. Appointments to Positions of Responsibility

Report attached

[5. Report - Appointment to Positions of Responsibility - Annual Meeting 2024.pdf](#)

Page 3

[5. Appendix 1 - d'Hondt calculations for positions of responsibility.pdf](#)

Page 5

### 6. Election of Alderman

Report attached

[6. Report Election of Alderman - Annual Meeting.pdf](#)

Page 6

### 7. Appointments to Sub-groups and Outside bodies

Report attached

[7. Report - Nominations to sub-committees etc.pdf](#)

Page 8

[7. Appendix 1 2024 List of Sub-Committees Working Groups or Other Bodies.pdf](#)

Page 10

### 8. Playing of National Anthem

## **ARDS AND NORTH DOWN BOROUGH COUNCIL**

29 May 2024

Dear Sir/Madam

You are hereby invited to attend the Annual Meeting of Ards and North Down Borough Council which will be held in the **Council Chamber, City Hall, Bangor** on **Wednesday, 5 June 2024** commencing at **11.00am**. Refreshments will be served at 10:30am.

Lunch will be served in the Craig Room following the meeting.

Yours faithfully

Susie McCullough  
Chief Executive  
Ards and North Down Borough Council

### **A G E N D A**

1. Prayer
2. Apologies
3. Declarations of Interest
4. Mayor's Review
5. Appointments to Positions of Responsibility (Report attached)
6. Election of Alderman (Report attached)
7. Appointments to Sub-groups and Outside bodies (Report attached)
8. Playing of National Anthem

**MEMBERSHIP OF ARDS AND NORTH DOWN BOROUGH COUNCIL**

Alderman Adair	Councillor Hollywood
Alderman Armstrong-Cotter	Councillor S Irvine
Alderman Brooks	Councillor W Irvine
Alderman Cummings	Councillor Irwin (Deputy Mayor)
Alderman Graham	Councillor Kennedy
Alderman McAlpine	Councillor Kendall
Alderman McDowell	Councillor Kerr
Alderman McIlveen	Councillor Martin
Alderman Smith	Councillor McCollum
Councillor Ashe	Councillor McCracken
Councillor Blaney	Councillor McKee
Councillor Boyle	Councillor McKimm
Councillor Cathcart	Councillor McLaren
Councillor Chambers	Councillor McRandal
Councillor Creighton	Councillor Moore
Councillor Cochrane	Councillor Morgan
Councillor Douglas	Councillor Rossiter
Councillor Edmund	Councillor Smart
Councillor Gilmour (Mayor)	Councillor Thompson
Councillor Harbinson	Councillor Wray

Unclassified

3

**ITEM 5****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Council - Annual Meeting
Date of Meeting	05 June 2024
Responsible Director	Chief Executive
Responsible Head of Service	N/A
Date of Report	22 April 2024
File Reference	CX210
Legislation	Local Government Act (Northern Ireland) 2014
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Subject	Appointment to Positions of Responsibility
Attachments	Appendix 1 - d'Hondt POR order

**Background**

Appointments to Positions of Responsibility are governed by Part 3 and Schedule 1 of the Local Government Act (Northern Ireland) 2014. In accordance with the Act, the Council agreed at its Annual Meeting on 7 June 2023 a list of 91 positions to be appointed as Positions of Responsibility, and that such appointments would be made using the d'Hondt method. Party Nominating Officers and Independent Members thereafter proceeded to select Positions of Responsibility in the order determined by the d'Hondt calculation.

Where Positions of Responsibility were not for the full four-year term of the Council, Party Nominating Officers were only required to specify the individual Party Members taking Year 1 (2023/24) Positions. Year 2 – Year 4 Positions were allocated on a Party basis and individual Party Members are appointed to these by the Nominating Officers at the Annual Meeting in the relevant year.

Unclassified

4

## Year 2 Positions of Responsibility to be appointed

Party Nominating Officers should identify the Members to be appointed to the year 2 (2024/25) Positions of Responsibility as follows:

Position	Year 2
Mayor	DUP
Deputy Mayor	UUP
Corporate Services Committee - Chair	Alliance
Corporate Services Committee – Vice Chair	DUP
Place and Prosperity Committee - Chair	DUP
Place and Prosperity Committee - Vice Chair	Alliance
Planning Committee - Chair	DUP
Planning Committee - Vice Chair	UUP
Environment Committee - Chair	Alliance
Environment Committee - Vice Chair	UUP
Community and Wellbeing Committee - Chair	UUP
Community and Wellbeing Committee - Vice Chair	SDLP
Audit Committee - Chair	UUP
Audit Committee - Vice Chair	Alliance

Please note: Members of the Audit Committee shall not hold the position of Mayor, Deputy Mayor, Chair of Committee or Chair of Sub Committee, with the exception of the Audit Committee.

Should any Party or Independent not wish to avail of a Position of Responsibility to which they are entitled, the Position would be allocated using d'Hondt to the next Party in line for making a choice, which at present is the UUP (see list attached at Appendix 1).

## RECOMMENDATION

It is recommended that the following Party Nominating Officers confirm the Members to be appointed to the Positions of Responsibility as outlined in the table above:

- Alderman McIlveen (DUP)
- Councillor McRandal (Alliance)
- Councillor Smith (UUP)
- Councillor Boyle (SDLP)

## Appendix 1

5

**D'Hondt calculation for selection order of Positions of Responsibility**

1	DUP	41	DUP	81	DUP
2	Alliance	42	Alliance	82	Alliance - PCSP
3	UUP	43	UUP	83	UUP - PCSP
4	DUP	44	DUP	84	DUP - PCSP
5	Alliance	45	Alliance	85	Alliance - PCSP
6	DUP	46	DUP	86	DUP - PCSP
7	Alliance	47	Alliance	87	Alliance - PCSP
8	UUP	48	UUP	88	UUP - PCSP
9	DUP	49	DUP	89	DUP - PCSP
10	Alliance	50	Alliance	90	Alliance - PCSP
11	DUP	51	DUP	91	DUP - PCSP
12	UUP	52	UUP	92	UUP (spare)
13	Alliance	53	Alliance	93	Alliance (spare)
14	DUP	54	DUP	94	DUP (spare)
15	DUP	55	DUP	95	DUP (spare)
16	Alliance	56	Alliance	96	Alliance (spare)
17	UUP	57	UUP	97	UUP (spare)
18	Green	58	Green	98	Green (spare)
19	DUP	59	DUP	99	DUP (spare)
20	Alliance	60	Alliance	100	Alliance (spare)
21	UUP	61	UUP	101	UUP (spare)
22	DUP	62	DUP	102	DUP (spare)
23	Alliance	63	Alliance	103	Alliance (spare)
24	DUP	64	DUP	104	DUP (spare)
25	Alliance	65	Alliance	105	Alliance (spare)
26	UUP	66	UUP	106	UUP (spare)
27	DUP	67	DUP	107	DUP (spare)
28	Alliance	68	Alliance	108	Alliance (spare)
29	DUP	69	DUP	109	DUP (spare)
30	UUP	70	UUP	110	UUP (spare)
31	Alliance	71	Alliance		
32	DUP	72	DUP		
33	DUP	73	DUP		
34	Alliance	74	Alliance		
35	UUP	75	UUP		
36	Green	76	Green		
37	SDLP	77	SDLP		
38	IRVINE, S	78	IRVINE, S		
39	IRVINE, W	79	IRVINE, W		
40	MCKIMM	80	MCKIMM		

Note –

- The order of selection of up to 110 positions of responsibility has been provided in the table for reference purposes should any additional positions be created during this Council term.

Unclassified

6

**ITEM 6****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Council - Annual Meeting
Date of Meeting	05 June 2024
Responsible Director	Chief Executive
Responsible Head of Service	N/A
Date of Report	22 April 2024
File Reference	CX210
Legislation	Local Government (Transitional, Incidental, Consequential and Supplemental Provisions) Regulations (Northern Ireland) 2015
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Subject	Election of Alderman
Attachments	Appendix 1 - d'Hondt POR order

**Background**

Section 4 of the Local Government (Transitional, Incidental, Consequential and Supplemental Provisions) Regulations (Northern Ireland) 2015 provides for the appointment of Aldermen to Councils. The Council may elect up to one quarter of the total number of Members as Aldermen (i.e. up to 10). Appointments normally take place in election year only and are for the full four-year term of the Council. The only exception to this is in the case of a casual vacancy in the office of Alderman, in which case the vacancy is to be filled by an election at the next Annual Meeting of the Council.

At the Annual Meeting on 7 June 2023, Council appointed the following 10 Members as Aldermen for the four-year term:

Alderman Graham  
Alderman McAlpine  
Alderman McIlveen  
Alderman K Douglas  
Alderman Armstrong-Cotter  
Alderman Brooks



Unclassified

7

Alderman Cummings  
Alderman Smith  
Alderman McDowell  
Alderman Adair

**Vacancy to be Appointed**

In September 2023 Karen Douglas' position as Alderman became vacant when she resigned from Council. As above, this position falls to be filled by election at the Annual Meeting on 5 June 2024.

At the Council Annual Meeting on 7 June 2023 nominations were sought for the allocation of positions for Alderman, in line with Section 4 of the Local Government (Transitional, Incidental, Consequential and Supplemental Provisions) Regulations (Northern Ireland) 2015.

Outlined as follows:-

1) The ordinary election of Aldermen shall be held every fourth year, being an election year (except in the case of a casual vacancy), with the election to take place, at the Annual Meeting of the Council.

2) The number of Aldermen shall be such number as the Council may determine but shall not exceed one quarter of the whole number of Councillors.

3) If the number of Councillors nominated as a candidate for the position of Alderman did not exceed the number determined by the Council and the Council so agrees, those nominated Councillors may be deemed to be elected to the position of Alderman.

4) A Councillor shall be a candidate for election as an Alderman if:

- i) He was nominated as a candidate by one other Councillor as proposer and another as seconder; and
- ii) He assents to the nomination

5) Any nomination may be made, and any assent may be given, either in the course of the meeting or by a document signed by the Councillor or Councillors in question and delivered to the clerk of the Council before the beginning of the meeting.

6) A Councillor entitled to vote at a contested election of an Alderman shall do so by signing and delivering at the meeting to the clerk of the Council a voting paper containing in order of preference the full names of the candidate or candidates for whom he votes.

**RECOMMENDATION**

It is recommended that the Council agree to nominate an Alderman to replace the position vacated by Karen Douglas in accordance with the provisions made in the Local Government (Transitional, Incidental, Consequential and Supplemental Provisions) Regulations (Northern Ireland) 2015.

Unclassified

8

**ITEM 7****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Annual Meeting
Date of Meeting	05 June 2024
Responsible Director	Chief Executive
Responsible Head of Service	
Date of Report	19 April 2024
File Reference	
Legislation	Local Government Act (Northern Ireland) 2014
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Appointments to Sub-Committees, Working Groups and Outside Bodies
Attachments	Appendix 1 - List of Sub-Committees, Working Groups or Outside Bodies for Nomination

At the Council's Annual Meeting on 7 June 2023, appointments were made to Sub-Committees, Working Groups and Outside Bodies by way of nomination. Some of those appointments were for a one-year term only. These one-year appointments are outlined in the tables attached at Appendix 1, including any further changes to the composition of the groups since then.

Nominations are now sought to fill the one-year appointments as outlined in Appendix 1 for the year 2024/25. It has been normal practice to fill these positions using single transferrable vote where the number of nominations exceeds the number of places available.

**RECOMMENDATION**

It is recommended that the Council proceeds to appoint Members to the Sub-Committees, Working Groups and Outside Bodies listed in Appendix 1 by way of nomination.

Unclassified

9

## **SUB-COMMITTEES, WORKING GROUPS AND OUTSIDE BODIES**

The following positions were appointed for 1 Year on 7 June 2023 and therefore now require nominations for 2024/25:

### **CORPORATE SERVICES COMMITTEE**

**Body: Diversity Champions – 3 Places (1 Year Appointment)**

	<b>2023/24</b>	<b>2024/25</b>
<b>1</b>	Councillor Irwin	
<b>2</b>	Councillor Hollywood	
<b>3</b>	Councillor McKimm	

### **COMMUNITY AND WELLBEING COMMITTEE**

**Body: Arts and Heritage Advisory Panel – 5 Places (1 Year Appointment)**

	<b>2023/24</b>	<b>2024/25</b>
<b>1</b>	Councillor MacArthur (resigned 15.4.24)	
<b>2</b>	Councillor Kennedy	
<b>3</b>	Councillor Smart	
<b>4</b>	Councillor Harbinson	
<b>5</b>	Councillor Wray	

**Body: Billiard Room Trustees – 7 Places (1 Year Appointment) (Newtownards Town DEA Members)**

*Although nominations were initially for a 1 year period, as these places are for Newtownards DEA Members, therefore the current membership should be retained for the Council term.*

	<b>2023/24</b>	<b>2024/27</b>
<b>1</b>	Alderman Armstrong-Cotter	
<b>2</b>	Councillor Kennedy	
<b>3</b>	Councillor Moore	
<b>4</b>	Alderman McDowell	
<b>5</b>	Alderman McIlveen	
<b>6</b>	Councillor S Irvine	
<b>7</b>	Councillor Smart	

**Body: Community Development Grants Working Group – 5 Places (1 Year Appointment)**

	<b>2023/24</b>	<b>2024/25</b>
<b>1</b>	Councillor McCollum	
<b>2</b>	Alderman Cummings	
<b>3</b>	Councillor Smart	
<b>4</b>	Councillor L Douglas	
<b>5</b>	Councillor McKee	

**Body: Age Champions – 3 Places (1 Year Appointment)**

	<b>2023/24</b>	<b>2024/25</b>
<b>1</b>	Councillor MacArthur (Resigned 15.4.24)	
<b>2</b>	Alderman McAlpine	
<b>3</b>	-	

**Body: North Down Coastal Path Working Group – 15 Places (1 Year Appointment) (First Meeting 23 January 2024)**

*This Working Group currently has 15 Members, however Council may wish to review this in line with the size of other Working Groups.*

	<b>2023/24</b>	<b>2024/25</b>
<b>1</b>	Alderman Graham	
<b>2</b>	Councillor Cochrane	
<b>3</b>	Councillor Creighton	
<b>4</b>	Councillor Harbinson	
<b>5</b>	Councillor Hollywood	
<b>6</b>	Councillor Irwin	
<b>7</b>	Councillor Martin	
<b>8</b>	Councillor W Irvine	
<b>9</b>	Councillor McCracken	
<b>10</b>	Councillor McCollum	
<b>11</b>	Councillor McKee	
<b>12</b>	Councillor McKimm (Chair)	
<b>13</b>	Councillor McLarnon	
<b>14</b>	Councillor McRandal	
<b>15</b>	Councillor Rossiter	

**ENVIRONMENT COMMITTEE****Body: Kerbside Working Group – 11 Places (1 Year Appointment)**

*It should be noted that this is a task and finish working group, and although nominations were initially for a 1 year period, it is recommended that the current membership is retained for the lifetime of the working group.*

	<b>2023/24</b>	<b>2024/25</b>
<b>1</b>	Alderman Adair	
<b>2</b>	Alderman Graham	
<b>3</b>	Alderman McAlpine	
<b>4</b>	Alderman McIlveen	
<b>5</b>	Councillor Cathcart	
<b>6</b>	Councillor Irwin	
<b>7</b>	Councillor McKimm	
<b>8</b>	Councillor Morgan	
<b>9</b>	Councillor Rossiter	
<b>10</b>	Councillor Smart	
<b>11</b>	Councillor Wray	

**EXTERNAL APPOINTMENTS****Body: North Down and Ards Road Safety Committee – 7 Places (1 Year Appointment)**

	<b>2023/24</b>	<b>2024/25</b>
<b>1</b>	Councillor McRandal	
<b>2</b>	Alderman K Douglas (Resigned 18.09.23)	
<b>3</b>	Councillor Morgan	
<b>4</b>	Councillor Cochrane	
<b>5</b>	Councillor Wray	
<b>6</b>	-	
<b>7</b>	-	

**Body: Northern Ireland Amenity Council – 2 Places (1 Year Appointment)**

	<b>2023/24</b>	<b>2024/25</b>
<b>1</b>	Councillor Edmund	
<b>2</b>	Councillor Ashe	

**Body: Percy French Management Committee – 4 Places (1 Year Appointment)**

	<b>2023/24</b>	<b>2024/25</b>
<b>1</b>	Councillor Creighton	
<b>2</b>	Councillor McCollum	
<b>3</b>	-	
<b>4</b>	-	

**Body: Bangor Alternatives Advisory Committee – 1 Place (1 Year Appointment)**

	<b>2023/24</b>	<b>2024/25</b>
<b>1</b>	Councillor W Irvine	

**Body: Portaferry Regeneration Ltd – 1 Place (1 Year Appointment)**

	<b>2023/24</b>	<b>2024/25</b>
<b>1</b>	Councillor Boyle	

**Body: Northern Ireland Drainage Council – 2 Places (1 Year Appointment)**

	<b>2023/24</b>	<b>2024/25</b>
<b>1</b>	Councillor Kerr	
<b>2</b>	Councillor Wray	

**Body: All Party Group on Climate Action – 2 Places (1 Year Appointment)**

	<b>2023/24</b>	<b>2024/25</b>
<b>1</b>	Councillor Rossiter	
<b>2</b>	Councillor Woods (Replaced by Councillor Kendall)	

**Body: Ards Community Hospital – Multi Agency Forum – 2 Places (1 Year Appointment)**

	<b>2023/24</b>	<b>2024/25</b>
<b>1</b>	Councillor Smart	
<b>2</b>	Councillor Creighton	

**Body: Community Advice Ards and North Down - 4 places (1 Year Appointment)**

	<b>2023/24</b>	<b>2024/25</b>
<b>1</b>	Councillor Moore	
<b>2</b>	Councillor McKee	
<b>3</b>	Councillor Hollywood	
<b>4</b>	-	

**Body: Somme Heritage Centre Management Committee - 3 Places (1 Year Appointment)**

	<b>2023/24</b>	<b>2024/25</b>
<b>1</b>	Councillor MacArthur (Resigned 15.4.24)	
<b>2</b>	Councillor McLaren	
<b>3</b>	Councillor S Irvine	
<b>4</b>	Alderman Cummings	

**Body: Community Resuscitation Group – 2 Places (1 Year Appointment)**

	<b>2023/24</b>	<b>2024/25</b>
<b>1</b>	Councillor Creighton	
<b>2</b>	Councillor McKimm	

**Body: Kilcooley Neighbourhood Partnership – 1 Place + 1 Substitute (1 Year Appointment)**

	<b>2022/23</b>	<b>2023/24</b>
<b>1</b>	Councillor Gilmour	
<b>Sub</b>	Councillor Martin	



**Additional positions to be nominated:****COMMUNITY AND WELLBEING****Body: Aurora Pool Joint Management Committee – 1 Place (1 Year Appointment)**

This position is set out in the leisure contract but has been vacant. Council has a responsibility to nominate 1 Member and 2 staff members to attend as a requirement of the contract. Staff members will be nominated by the Director of Community and Wellbeing.

	<b>2023/24</b>	<b>2024/25</b>
<b>1</b>	-	

**Body: Age North Down and Ards Management Committee – 3 Places (4 Year Appointment)**

In 2023, the Chief Executive sought permission to nominate an extra Member to the Management Committee, a total of 4 places. One of these positions is now vacant due to the resignation of Janice MacArthur.

	<b>2023/27</b>	<b>2023/27</b>
<b>1</b>	Councillor MacArthur <i>(resigned 15.4.24)</i>	Councillor Wray
<b>2</b>	Councillor Wray	Councillor McKimm
<b>3</b>	Councillor McKimm	Alderman McAlpine
<b>4</b>	Alderman McAlpine	