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| Subject: | Request for a key handling arrangement at Tullycarnet Bowling Pavilion. |
| Date: | Thursday 2 May 2024 |
| Reporting Officer: | David Sales, Strategic Director of Neighbourhood Services |
| Contact Officer: | Stephen Leonard, Operational Director, City & Neighbourhood Services |

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| Restricted Reports | |
| Is this report restricted? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted. | |
| Insert number <input type="checkbox"/> | |
| <ol style="list-style-type: none">1. Information relating to any individual.2. Information likely to reveal the identity of an individual.3. Information relating to the financial or business affairs of any particular person (including the council holding that information)4. Information in connection with any labour relations matter5. Information in relation to which a claim to legal professional privilege could be maintained.6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction.7. Information on any action in relation to the prevention, investigation or prosecution of crime | |
| If Yes, when will the report become unrestricted? | |
| After Committee Decision | <input type="checkbox"/> |
| After Council Decision | <input type="checkbox"/> |
| Sometime in the future | <input type="checkbox"/> |
| Never | <input type="checkbox"/> |

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| Call-in | |
| Is the decision eligible for Call-in? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |

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| 1.0 | Purpose of Report/Summary of Main Issues |
| 1.1 | The purpose of this report is to seek approval from Members for the Council to enter into a key holding arrangement with the Church of Ireland Diocese of Down and Dromore for access to and use of Tullycarnet bowling pavilion. |
| 2.0 | Recommendation |
| 2.1 | <p>The Committee is asked to:</p> <ol style="list-style-type: none"> i. Note the contents of the report. ii. Grant authority for key holding arrangements subject to satisfactory terms being agreed by the Operational Director of City and Neighbourhood services and on the condition that: <ul style="list-style-type: none"> • The group resolve all operational and health and safety issues to the satisfaction of Council officers. • An appropriate legal key holding arrangement be prepared by legal services to include the necessary facility management and health and safety requirements. |
| 3.0 | Main Report |
| 3.1 | <u>Key Issues</u> |
| 3.2 | Tullycarnet bowling pavilion has been the main base for the Tullycarnet church which is a new church community within the Tullycarnet and Ardcarne estates. |
| 3.3 | From a governance, finance, and charitable status perspective, it sits under the umbrella of the Diocese Of Down and Dromore. |
| 3.4 | Currently Tullycarnet church hire the bowling pavilion by making regular bookings with the outdoor leisure unit. The block booking has been in place now for approximately two years with no issues other than Council can on occasion find it difficult to open and close the facility due to staffing difficulties. |
| 3.5 | As a church it has Sunday services every Sunday morning, mid-week meetings on Wednesday evenings and Children's work on Friday evenings. In addition, the church hosts special seasonal events such as Easter, Summer and Christmas schemes. |
| 3.6 | Tullycarnet bowling pavilion is used by a number of other groups such as Tullycarnet bowling club and Charter NI/TAGIT for seasonal summer, Halloween and Christmas events. There have been no prior clashes of bookings and the key holder agreement would not have any impact on the hire of the pavilion or events booked by other 3 rd party organisations. |
| 3.7 | The church will continue to book the pavilion using the prior booking arrangements to ensure avoidance of double bookings and will continue to pay the hire charges. |
| 3.8 | If the church become responsible key holders for the building, this negates the need for the Department to staff the facility when in use by the requestor. |
| 3.9 | The church will name responsible personnel and Council officers will provide specific training on facility management, health and safety and fire safety and evacuation procedures. |
| 3.10 | The church will provide all required documentation, including evidence of public and employers' liability insurance to the department and legal services. |
| 3.11 | Council officers responsible for the building will monitor the arrangement and report any issues, similar to other facility or partner managed agreements. |

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| 3.12 | <u>Financial and Resource Implications</u> None. |
| 3.13 | <u>Equality or Good Relations Implications/Rural Needs Assessment</u> None |
| 4.0 | Appendices - Documents Attached |
| | None |