

NEWRY MOURNE AND DOWN DISTRICT COUNCIL

Minutes of Strategy, Policy & Resources Committee Meeting held on Thursday 14 August 2025 at 6.00pm in the Council Chamber, Downshire Civic Centre

In the Chair: Councillor D McAteer

**In Attendance in
Chamber:**

Councillor P Byrne	Councillor C Enright
Councillor M Hearty	Councillor A Lewis
Councillor A Mathers	Councillor S O'Hare
Councillor H Reilly	Councillor M Rice
Councillor G Sharvin	

**Committee Members in
Attendance via Teams:**

Councillor R Howell	Councillor D Taylor
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**Non-Committee Members
In Attendance:**

Councillor T Andrews

**Officials in Attendance
in Chamber:**

Mrs J Kelly, Director of Corporate Services
Mr A Patterson, Director of Active & Healthy Communities
Mrs S Murphy, Director of Sustainability & Environment
Mr C Boyd, Assistant Director of Capital, Estates & Procurement
Ms C McClean, Assistant Director of People & Legal
Mr C Sage, Assistant Director of Sustainability
Ms M Hughes, HR & OD Manager
Mrs F Branagh, Democratic Services Officer
Mr C Smyth, Democratic Services Officer

**Officials in Attendance
Via Teams:**

Ms C Hughes, Head of Performance & Improvement (Acting)

SPR/114/2025:

APOLOGIES & CHAIRPERSONS REMARKS

Apologies were received from Councillor Hanlon, Councillor King, Mrs Ward, Chief Executive and Mr Mallon, Director of Economy, Regeneration & Tourism.

As the Chairperson for the Committee was an apology, Deputy Chairperson Councillor McAteer assumed the role of Chair for the meeting.

The Chairperson advised that he had received a request to defer item 7- Procurement Policy and item 10 – Reserves Policy, to allow further time for scrutiny of the information provided within the documents and asked if the Members present were in agreement with the request. Councillor Reilly proposed the deferrals, which was seconded by Councillor O'Hare.

SPR/115/2025:

DECLARATIONS OF INTEREST

There were no declarations of interest.

SPR/116/2025: ACTION SHEET OF STRATEGY, POLICY & RESOURCES
MEETING HELD ON 12 JUNE 2025

Action Sheet of Strategy, Policy & Resources Committee meeting held 12 June 2025. **(Copy circulated)**

On the proposal of Councillor Sharvin, seconded by Councillor Lewis, it was agreed to approve the action sheet of Strategy, Policy & Resources Committee meeting of 12 June 2025.

FOR DISCUSSION / DECISION

SPR/117/2025: PORTABLE APPLIANCE TESTING POLICY

Report from Mr C Sage, Assistant Director of Sustainability,
regarding Portable Appliance Testing Policy. **(Copy
circulated)**

Mr Sage provided an overview of the Policy, noting that it had been tabled and approved at both the Corporate Management Team meeting in June and the Senior Management Team meeting in July and was now tabled for Members consideration.

Councillor Reilly proposed to accept the Officer's Recommendations, emphasising the importance of ensuring the required actions were completed.

On the proposal of Councillor Reilly, seconded by Councillor Lewis, it was agreed to approve the Portable Appliance Testing Policy.

SPR/118/2025: REVISED CORPORATE PRIVACY NOTICE

Report from Ms C McClean, Assistant Director of People & Legal, regarding Revised Corporate Privacy Notice. **(Copy Circulated)**

Ms McClean advised that the existing Privacy Notice required updating to reflect recent legislative changes and to provide greater clarity for users regarding the reasons for, and methods by which, the Council collected and used personal data in the delivery of its services and the performance of its functions.

On the proposal of Councillor Mathers, seconded by Councillor Reilly, it was agreed to approve the revised Privacy Notice and Email Disclaimer.

SPR/119/2025: 110th ANNIVERSARY OF 10TH (IRISH) DIVISIONS
ACTIONS ON THE GALLIPOLI PENINSULA

Read: Report from Mrs J Kelly, Director of Corporate Services, regarding 110th Anniversary of 10th (Irish) Divisions Actions on the Gallipoli Peninsula. **(Copy Circulated)**

Mrs Kelly confirmed that, following a request at Council, the cost of travel to the event had been reviewed and a more cost-effective option had been identified, as outlined within the Report. She advised that she understood that three Members wished to attend and that it was now a matter for Members to determine the next steps regarding attendance

Councillor Lewis welcomed the reduced cost and proposed that three Members attend the event.

Councillor Sharvin sought clarification on the proposal, noting that the report asked Members to consider whether a delegation should be sent. He queried the proposed number of attendees, given the associated costs, and further questioned whether the Council could instead mark the event within the District, as had been done for previous commemorations.

Councillor Lewis acknowledged the official invitation received and stated that Newry, Mourne and Down District Council should be represented. He indicated he would be content with two attendees rather than three and expressed support for also holding a local event to mark the commemoration. Councillor Taylor echoed these views.

A discussion then ensued concerning the established process for determining attendance at such events, the outcome of which was that it was agreed that Council representation at the event was important, and that the matter should be referred to a forthcoming Party Leaders' meeting for further consideration.

AGREED: **On the proposal of Councillor Taylor, seconded by Councillor Lewis, it was agreed that the item would be tabled at a forthcoming Party Leaders meeting.**

SPR/120/2025: **PROCUREMENT POLICY**

Read: Report from Mrs J Kelly, Director of Corporate Services, regarding Procurement Policy **(Copy Circulated)**

AGREED: **On the proposal of Councillor Reilly, seconded by Councillor O'Hare, it was agreed to defer the item to September's Committee Meeting.**

SPR/121/2025: **ASSESSMENT OF PERFORMANCE 2024/25.**

Read: Report from Mrs J Kelly, Director of Corporate Services, regarding Assessment of Performance 2024/25 **(Copy Circulated)**

Mrs Kelly outlined the report, noting that the item had been tabled at various committees, highlighting Council's progress in relation to the Corporate Plan 2024 – 2027.

Councillor Enright queried whether an explanatory note could accompany the documents, noting that the number of Fixed Penalty Notices (FPNs) issued within the Cleansing service remained relatively low and required attention. He further emphasised the need to set

targets relating to electric vehicle charging infrastructure across the District's car parks, highlighting the potential for financial gain through engagement with the green economy.

Mrs Murphy advised that these matters had been addressed and prioritised within the 2025–2026 Sustainability & Environment Business Plan. She noted that actions and targets relating to climate change, such as electric vehicle charging, had been incorporated with proposals and that specific targets, currently under development, would be published towards the end of 2025.

AGREED: On the proposal of Councillor O'Hare, seconded by Councillor Reilly, it was agreed to approve the Assessment of Performance 2024/25, including the summary document "Our Performance Looking Back, Going Forward".

ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2014

AGREED: On the proposal of Councillor Mathers, seconded by Councillor Rice, it was agreed to exclude the public and press from the meeting during discussion on the following matters which related to exempt information by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 – information relating to the financial or business affairs of any particular person (including the Council holding that information).

AGREED: On the proposal of Councillor Lewis, seconded by Councillor O'Hare, it was agreed the Committee come out of closed session.

The Chairperson advised the following had been agreed whilst in closed session:

SPR/122/2025: **PURCHASE TO PAY SYSTEM DAC 2025/26**

Read: Report from Mrs J Kelly, Director of Corporate Services, regarding Purchase to Pay System DAC 2025/26 (**Copy circulated**)

AGREED: On the proposal of Councillor Reilly, seconded by Councillor Sharvin, it was agreed to approve the Purchase to Pay DAC to ensure continuity of financial systems. Cost already included within the Council's Revenue Budgets.

SPR/123/2025: **RESERVES POLICY**

Read: Report from Mrs J Kelly, Director of Corporate Services, regarding Reserves Policy. (**Copy circulated**)

AGREED: On the proposal of Councillor Reilly, seconded by Councillor O'Hare, it was agreed to defer the item to September's Committee Meeting.

SPR/124/2025: PROPOSED LICENCE OF FISHING RIGHTS AT DONAGHAGUY LAKE

Read: Report from Ms C McClean, Assistant Director of Legal and People, regarding Proposed Licence of Fishing Rights at Donaghaguy Lake. **(Copy circulated)**

AGREED: On the proposal of Councillor Rice, seconded by Councillor McAteer, it was agreed to grant a licence to the party named within the Officer's Report for the fishing rights for Donaghaguy Lake, Warrenpoint, for a period of up to five years at a Peppercorn Licence Fee, subject to Departmental Consent.

SPR/125/2025: PROPOSED LEASE OF AREA AT DOWNPATRICK HOUSEHOLD RECYCLING CENTRE

Read: Report from Ms C McClean, Assistant Director of Legal and People, regarding Lease of Area at Downpatrick Household Recycling Centre. **(Copy circulated)**

AGREED: On the proposal of Councillor Sharvin, seconded by Councillor Lewis, it was agreed to enter into a lease with the group noted in this report in respect of the area outlined in red for the term outlined, subject to the requested detail being shared with Members prior to ratification at Full Council. Proposed rent to be determined by Council's valuer.

SPR/126/2025: LEASE OF LANDS AT ST ANNES PARK, MAYOBRIDGE

Read: Report from Ms C McClean, Assistant Director of Legal and People regarding Lease of Lands at St Anne's Park, Mayobridge. **(Copy circulated)**

AGREED: On the proposal of Councillor McAteer, seconded by Councillor Sharvin, it was agreed to amend the name of the proposed tenant of the lands at St Anne's Park, Mayobridge noted in the Report to Committee of 12 December 2024 to the correct group as noted in the Officer's Report, subject to revised Departmental Consent.

- SPR/127/2025:** **LICENCE FOR CONTAINER AT MILLTOWN STREET, WARRENPOINT**
- Read:** Report from Ms C McClean, Assistant Director of Legal and People, regarding Licence for Container at Milltown Street, Warrenpoint. **(Copy circulated)**
- AGREED:** **On the proposal of Councillor Mathers, seconded by Councillor Sharvin, it was agreed to enter into five one-year licenses with the club noted within the Officer's Report in respect of the lands outlined in red on the map attached for a peppercorn licence fee, subject to Departmental Consent.**
- SPR/128/2025:** **BALLYNAHINCH COMMUNITY CENTRE**
- Read:** Report from Mr C Boyd, Assistant Director of Capital Projects and Procurement, regarding Ballynahinch Community Centre. **(Copy circulated)**
- AGREED:** **On the proposal of Councillor O'Hare, seconded by Councillor Hearty, it was agreed to approve the additional costs set out in this report and to update Council's Capital Plan to reflect the change.**
- SPR/129/2025:** **REPLACEMENT OF PLAY PARK SURFACES**
- Read:** Report from Mr C Sage, Assistant Director of Sustainability, regarding the Replacement of Play Park Surfaces. **(Copy circulated)**
- AGREED:** **On the proposal of Councillor O'Hare, seconded by Councillor Sharvin, it was agreed to approve the Capital Business Case as detailed at Appendix 1 of the Officer's Report.**
- SPR/130/2025:** **UPGRADE OF COUNCIL FACILITIES CCTV SYSTEMS**
- Read:** Report from Mrs S Murphy, Director of Sustainability & Environment, regarding Upgrade of Facilities CCTV Systems. **(Copy circulated)**
- AGREED:** **On the proposal of Councillor Mathers, seconded by Councillor Reilly, it was agreed to approve the Business Case at Appendix 1 of the Officer's Report, to upgrade Council facilities CCTV Systems.**

SPR/131/2025:

TYRELLA BEACH AMENITY BUILDING

Read:

Report from Mr C Boyd, Assistant Director of Capital Projects & Procurement, regarding Tyrella Beach Amenity Building. **(Copy circulated)**

AGREED:

On the proposal of Councillor Lewis, seconded by Councillor O'Hare, it was agreed to approve the additional spend and the updating of the Council's Capital Plan as detailed within the Officer's Report.

SPR/132/2025:

FACILITY REFURBISHMENT

Read:

Report from Mr A Patterson, Director of Active & Healthy Communities Committee, regarding Facility Refurbishment. **(Copy circulated)**

AGREED:

On the proposal of Councillor Mathers, seconded by Councillor Byrne, it was agreed to approve the variation of the project budget on the Council's Capital Programme as outlined within the Officer's Report.

SPR/133/2025:

CAPITAL BUILD PROJECT

Read:

Report from Mr C Boyd, Assistant Director of Capital Projects & Procurement, regarding Capital Build Project. **(Copy circulated)**

AGREED:

On the proposal of Councillor Reilly, seconded by Councillor Rice, it was agreed to appoint the Contractor to provide the full delivery of the proposed extension and refurbishment works to the facility and the increase in the Capital Plan as detailed in section 2.1 of the Officer's Report.

SPR/134/2025:

BUSINESS CASE – AGENCY WORKERS

Read:

Report from Mrs C McClean, Assistant Director of People & Legal, regarding Business Case – Agency Workers. **(Copy circulated)**

AGREED:

On the proposal of Councillor McAteer, seconded by Councillor Reilly, it was agreed to approve the Business Case to enter into a further contract with effect from August 2025 for a period of two years, with the option to extend, by mutual agreement, up to a total of 4 years.

BUSINESS CASE – RESIDUAL WASTE CONTRACT

Report from Mrs S Murphy, Director of Sustainability & Environment, regarding Business Case – Residual Waste Contract. **(Copy circulated)**

On the proposal of Councillor Sharvin, seconded by Councillor Rice, it was agreed to accept the recommendation as outlined in section 2.4 of the Officer's Report.

Councillor Enright left the meeting during discussion on the above item – 8.09pm
Councillor Reilly left the meeting during discussion on the above item – 8.11pm

FOR NOTING - ITEMS RESTRICTED IN ACCORDANCE WITH PART 1 OF SCHEDULE 6 OF THE LOCAL GOVERNMENT ACT (NI) 2014

SICKNESS ABSENCE REPORT

Report from Mrs J Kelly, Director of Corporate Services,
regarding Sickness Absence Reporting. **(Copy circulated)**

On the proposal of Councillor Byrne, seconded by Councillor Lewis, it was agreed to note the contents of the Officer's Report.

LAND & PROPERTY SERVICES NI VALUATIONS 2025

Report from Mrs J Kelly, Director of Corporate Services,
regarding Land & Property Services NI Valuations 2025. **(Copy
circulated)**

On the proposal of Councillor Byrne, seconded by Councillor Lewis, it was agreed to note the payment to LPSNI for the 2025 valuations.

CONTRACT MANAGAMENT & PROCUREMENT UPDATE

Report from Mrs J Kelly, Director of Corporate Services,
regarding Contract Management & procurement Update.
(Copy circulated)

On the proposal of Councillor Byrne, seconded by Councillor Lewis, it was agreed to note the update and progress in relation to the Contract Management & Procurement across Council.

MANAGEMENT ACCOUNTS UPDATE QUARTER 1 **2025/26**

Read: Report from Mrs J Kelly, Director of Corporate Services, regarding Management Accounts Update Q1 2025/26. **(Copy circulated)**

AGREED: **On the proposal of Councillor Byrne, seconded by Councillor Lewis, it was agreed to note the quarter 1 2025/26 Management Accounts.**

FOR NOTING

SPR/140/2025: STATUTORY REPORTING

Read: Report from Ms C McClean, Assistant Director of Legal & People, regarding Statutory Reporting. **(Copy circulated)**

AGREED: **On the proposal of Councillor Rice, seconded by Councillor Mathers, it was agreed to note the following:**

- **Section 75 Policy Screening Report – Quarterly Report for period April – June 2025**
- **Newry, Mourne & Down District Council’s Public authority Equality & Good Relations Duties Annual Progress Report for period 2024 – 2025 for submission to the Equality Commission for Northern Ireland by 31 August 2025.**

There being no further business, the Meeting concluded at 8.26pm

For adoption at the Council Meeting to be held on Monday 1 September 2025.

Signed: **Councillor Declan McAteer**
Deputy Chairperson

Signed: **Josephine Kelly**
Director of Corporate Services