

Coleraine Future Town Fund Board Minutes

Date of Meeting: Thursday 28th August 2025

Location: Teams **Present and Absentees:** List of Attendees detailed below on pages 4-6.

1.	Welcome / Apologies / Minutes & Matters Arising	Professor Gerry McKenna		
	Actions	Lead	Status	Remarks
2.	Delivery of Engagement - Update	Therese Hogg (SIB)		
	Actions	Lead	Status	Remarks
#1.	Board Members to communicate newsletter through channels.	All		
3.	CFTF Board Governance	Hazel King (SIB)		
	Actions	Lead	Status	Remarks
#2.	DW to confirm need for business case for projects.	DW		
#3.	PM to share council procedure regarding assessments of capital projects.	PM		
#4.	Board Members to communicate feedback on Local assurance Framework by 15 th August.	All		
#5.	Board Members to review Neighbourhoods Regeneration Plan Guidance & MHCLG Data Pack.	All		
#6.	TH & HK to update board on capacity funding for community groups at next board meeting	TH/HK		
4.	DONM & AOB	Professor Gerry McKenna		
	Actions	Lead	Status	Remarks
#7.	Next meeting 6.00pm Thursday 28 th August 2025 Council Chamber Cloonavin	DD		

Red Not yet commenced
Yellow In Progress
Green Complete

1.	Welcome / Apologies Matters Arising	
	<p>GMK chaired meeting welcoming everyone and noted apologies. Minutes from June CFTF Board meeting shared and agreed.</p> <p>GMK asked board of any conflicts of interest rising from tonight's agenda, nil response.</p> <p>GMK informed the board that confirmation of the revised CFTF Funding Boundary was received from MHCLG on 25th June, and noted there would be no update from subgroup chairs at this meeting.</p>	
2.	Delivery of Engagement - Update	Therese Hogg (SIB)
	<p>TH gave an update of the Community Engagement to date with a review of Events held to date and a list of upcoming events ending with the closing event on 24th September in NRC. She gave a run through of the analysis of feedback received so far by existing and additional themes.</p> <p>GMK thanked TH and noted the impressive amount of engagement undertaken already.</p> <p>YB questioned if groups would be invited to Arts & Heritage Workshop on 5th August.</p> <p>TH noted that they would be working with Community & Culture officers in council on the 5th of August to arrange a meeting for groups provisionally booked for 27th August.</p> <p>YB asked if Riverside Campaign Group could be invited to meeting on 27th August.</p> <p>TH confirmed they could.</p> <p>GS noted that he would be happy to help communications team by sending communications through their groups.</p> <p>GB gave the Board an update on communications, asking members to communicate Newsletter through their channels.</p> <p>GB advised the Board members of a new file on the SharePoint with CFTF branding and logos and advised that he could make posts for anyone who would like to share through their channels.</p> <p>LK noted she had noticed lots of traction on social media through different groups, with many organisations sharing.</p> <p>GMK noted the importance placed on community engagement by MHCLG and advised that the MHCLG reps were extremely pleased after the last board meeting.</p>	
3.	CFTF Board Governance	Hazel King (SIB)
	<p>GMK invited DW to give a summary of the draft local assurance framework.</p>	

DW noted that as Council were the accountable body for the CFTF Funding it has an obligation to put in place robust financial systems and processes aligned to its own Governance. He noted that the funding was slightly less than £20M at £19.537M. He advised that all capital projects would need Council approval.

DF questioned if council will require a business case even if the project is on the Governments list of preapproved projects.

DW replied that he would check and report back to the board, but would envisage that any project brought to the board would need some sort of business case for the board to make a decision.

GMK noted that the board has to assure quality and validity of projects.

HK stated that a business case may not be required to be sent to the Government but may be required for Council Governance.

PM advised that she will share new council procedures regarding assessments for capital projects over £150k.

MA asked if board running costs were separate to the funding and if they could be reported.

DW advised that there is a 25% revenue fund which will cover running costs and 75% capital fund that will not.

GMK asked that any feedback on the draft local assurance framework be communicated to HK or DW by 15th August.

HK updated the board on Plan for Neighbourhoods Regeneration Plan Guidance and Data Packs and asked board to review both.

HK updated the board on noting that funding identified to maximise community engagement with £50k drawn down in May 2024, £200k in Dec 2024, £200k in June 2025 with a further £200k due in June 2026 following approval of the CFTF regeneration plan by MHCLG.

HK presented a summary of spend to date, and advised that there would be a budget update every quarter but this may increase as projects start.

CFTF Budget Item	Spend 2024-2025	Spend 2025-2026
SIB Coordination Support	£39,150	£23,850
SIB Community Engagement	£23,907	£17,440
SIB Communications	£4,400	£10,800
CCGBC Secretariat	£7,570	£9,953

	Miscellaneous Programme Costs (Hospitality, Photography, Boat Trip, Capacity Budget to Community Groups, Translators & Signing, stationery)	£893.43	£6,044
	TOTAL	£75,920.43	£68,087
	<p>GMK noted the capacity funding was to be used to deliver stakeholder engagement.</p> <p>HK noted that after the June Board meeting it was agreed to use some capacity funding to work with community groups to facilitate community engagement on our behalf, noting that a cover letter and template had been developed and would be sent out this week. She asked the board to share details of any groups that could help facilitate meetings.</p> <p>GMK noted the importance in reaching out to groups who would not normally participate in larger events, and noted that community engagement was in the spirit of the programme, he asked that TH & HK update the board at the next meeting.</p>		
4.	DONM & AOB	Chair	
	<p>GMK asked AOB, nil response. He thanked everyone for attending the extra meeting and noted the good turnout.</p> <p>GMK brought the meeting to an end at 19.01.</p> <p>Next meeting 6.00pm Thursday 28th August 2025 Council Chamber Cloonavin</p>		

Contact Name	Code	Attendance 31/07/2025	Organisation
Chair			

Contact Name	Code	Attendance 31/07/2025	Organisation
Professor Gerry McKenna	GMK	1	Independent
Board Members			
Karen Yates	KY	1	Causeway Chamber Commerce
Rob Skelly	RS	1	Harbour Commissioner
Inspector Bjorn O'Brien	BOB	1	PSNI
Elaine Donnelly	ED	0	Coleraine Neighbourhood Renewal Partnership (Chair)
Ann McNickle	AMN	0	Causeway Rural & Urban Network,
Jonny McKane	AMK	0	Council of Churches
Ian Donaghey	ID	0	Chairman Coleraine BID, Harbour Commissioner
Jayne Taggart	JT	0	Enterprise Causeway
Duane Farrell	DF	1	The Honourable The Irish Society
Graham Thompson	GT	1	Causeway Coast & Glens Heritage Trust Board
Mark Lennox	ML	1	Northern Regional College
Victor Gault	VG	1	Ulster University
Mark Alexander	MA	1	NI Housing Executive (Teams)
Graeme Stevenson	GS	1	Arts Council NI
Caitlin Bond	CB	0	CCGBC Youth Forum
Charlie Smyth	CS	0	CCGBC Youth Forum
Henry Taggart	HT	0	Coleraine Town Team
Lynn Kane	LK	1	Coleraine Equality Forum
Local MP			
Gregory Campbell	GC	1	MP
Elected Members			
Councillor Philip Anderson	PA	0	Coleraine DEA
Councillor Niamh Archibald	NA	1	Coleraine DEA
Alderman Yvonne Boyle	YB	1	Coleraine DEA
Councillor Tanya Stirling	TS	0	Coleraine DEA (Teams)
Councillor Russell Watton	RW	0	Coleraine DEA
Councillor John Wisener	JW	1	Coleraine DEA

Contact Name	Code	Attendance 31/07/2025	Organisation
MLAS's Observers			
Caoimhe Archibald	CA	0	Sinn Féin Constituency: East Londonderry.
Maurice Bradley	MB	0	Democratic Unionist Party Constituency: East Londonderry
Cara Hunter	CH	0	<u>SDLP East Londonderry</u>
Claire Sugden	CS	0	Independent Constituency: East Londonderry
Departmental Observers			
Rhonda Williamson	RW	0	Department for Communities
Alan Keys	AK	1	Department for Infrastructure
Ann Marie Orr	AO	1	Tourism Ireland
Ciaran Doherty	CD	0	Tourism NI
Justine Daly	JD	0	MAG Advisor Department for Communities
Council Officers			-
Niall McGurk	NMG	0	Head of Prosperity & Place
David Wright	DW	1	Head of Finance
Pat Mulvenna	PMV	1	Director Leisure & Development
David Jackson	DJ	0	Chief Executive
Des Donnelly	DD	1	Secretariat to CFTF Board
Shane Mathers	SM	1	Principle Planning Officer
SIB			-
Hazel King	HK	1	CFTF PM
Therese Hogg	TH	1	Community Engagement (SSU)
Gavin Boyd	GB	1	Communications
Total		24	