

Coleraine Future Town Fund Board Minutes

Date of Meeting: Thursday 26th February 2026

Location: Council Chamber Cloonavin, Coleraine. **Present and Absentees:** List of Attendees detailed below on pages 7-10.

1.	Welcome / Apologies / Minutes & Matters Arising	Gerry McKenna		
	Actions	Lead	Status	Remarks
	Board members to return and outstanding Dol's	All		
2.	Presentation CGBC Grant Funding Unit – Support, Assessment Panels and Training	POB		
	Actions	Lead	Status	Remarks
3.	Review Plan on a Page Template	HK (SIB)		
	Actions	Lead	Status	Remarks
	Coleraine Master Plan to be added into Plan on a Page Template and send this to CFTF board members for review before next board meeting in March.	HK		
4.	Assessment Process Recap & Timeline	HK (SIB)		
	Actions	Lead	Status	Remarks
	Discussion on board ambition and principles at March Board Meeting. CFTF team to develop discussion paper.	HK		
5.	Governance – Fraud & Risk Workshop	HK (SIB)		
	Actions	Lead	Status	Remarks
	Risk Register & Fraud Risk Register to be reviewed by the Board on a quarterly basis.	HK		

6.	Enabling Projects Update	HK (SIB)		
	Actions	Lead	Status	Remarks
	Board Members to communicate out dates for CFTF Community Group Events to their networks and contacts	All		Board members emailed with dates
	GIS to present to CFTF Board at next board meeting	HK		Invitation sent to GIS Team
7.	Update on CFTF 10 Year Vision & regeneration Plan submission to MHCLG	HK (SIB)		
	Actions	Lead	Status	Remarks
8.	Comms & Marketing update	HK (SIB)		
	Actions	Lead	Status	Remarks
	Paper to be developed with key CFTF milestones in 2026 and comms activity	HK/GB		
9.	DONM & AOB	Chair		
	Actions	Lead	Status	Remarks
	DONM Thursday 26 th March 2026 Council Chamber Cloonavin.			

Red Not yet commenced
Yellow In Progress
Green Complete

1.	Welcome / Apologies Matters Arising	Chair
	<p>GMK Chaired meeting apologies noted as below, minutes shared and agreed.</p> <p>GMK reminded that all board members were required to complete and return DOI's and that hard copies were available at the meeting tonight.</p> <p>GMK advised the board that a MAG review request had been submitted and advised of an online meeting had been arranged with the Panel Chair from MAG on 12th March with a date for a MAG workshop and walkabout to be arranged shortly after.</p>	

2.	Presentation CGBC Grant Funding Unit – Support, Assessment Panels and Training	POB
<p>POB gave the Board members a review of Funding Unit strategic objectives and a breakdown of grant management and administration 2016-2025, she provided a breakdown of grant awards 2025/2026 with details of external funders and gave an update on the funding units grant management & administration services.</p> <p>Development of grant programmes:</p> <ul style="list-style-type: none"> • Applicant Guidance Notes: • Parameters: purpose, interventions rates etc • Criteria; Eligibility, selection & assessment • Online Application forms • Opening / Closing Grant Programmes • Applicant support/roadshows/workshops • Grant Management • Eligibility checks • Grant assessments • Grant reports (Numbers received, outcomes, grants awarded) <p>Grant administration:</p> <ul style="list-style-type: none"> • Issue successful / unsuccessful letters to applicants • Issue Letters of Offer • Issue Grant claim packs • Receive and process grant claims • Process claims for grant payment • Online application portal • No of applications received • Produce reports: <p>GMK thanked POB for her presentation and asked board members if they had any questions. DF questioned if any of the current funding programmes currently offered could be aligned with CFTF? POB noted current business development grants that town centre businesses could avail of but nothing in particular as an enabler but suggested that CFTF could have enabling programmes. GMK noted that it would be good for the Board to be aware of the various funds available from the council & other external sources.</p>		
3.	CFTF Project Scoring & Prioritisation Process	HK (SIB)
<p>HK updated the board on the Plan on a Page Template and presented a ‘test version on a CFTF project as a demonstrator to see if the template provided the Board with the information which could be required to sift and score projects. A spreadsheet has also been</p>		

	<p>developed which collates information from the scoring templates for every plan on a page and provides a dashboard on which all of the project scores can be reviewed.</p> <p>PA questioned if the plan on a page would be sent out to community groups.</p> <p>HK advised that the plan on a page would not be sent out to community organisations. She also advised that a number of workshops would be being held with community groups and to discuss and further develop information required for the list of emerging projects.</p> <p>PA questioned who would be scoring.</p> <p>HK replied that an assessment panel from board members would be scoring projects.</p> <p>PA questioned if evidence would be required from groups?</p> <p>HK replied that the grant funding unit would be managing the process.</p> <p>YB questioned if people who are on the assessment panels can contribute to ideas or would they have to be removed from their specialist area?</p> <p>HK replied that it would need to be managed and while Board expertise and knowledge is invaluable, any conflict of interest risks must be managed and the process should be transparent.</p> <p>DJ replied that if the board members were in doubt of a conflict to remove themselves from the assessment process.</p> <p>DJ questioned if the Coleraine Masterplan was mentioned in the scoring process?</p> <p>HK replied that it would be added in.</p> <p>GMK asked that the plan on page be updated and sent out to board members for review at the next board meeting in March.</p>	
<p>4.</p>	<p>CFTF 10-year Vision & Regeneration Plan Submission & Key Decisions Required</p>	<p>HK (SIB)</p>
	<p>HK recapped on the CFTF submission to MHCLG advising of the following indicative timeline.</p> <ul style="list-style-type: none"> • Jan – March/April 2026 develop Plan on a Page for every Project and Programme, this requires some of the enabling work to be commissioned to inform the detail required to sift and score and input from Project finalisation working groups (sub groups). • April/May - Sift and Score Assessment Panels to take place. • May - Workshop with CFTF Board to approve prioritisation and ranking of projects • June - Develop 4 Year Investment Plan with agreed prioritised Projects/Programmes. • Publish final CFTF 10-year Vision & Regeneration Plan (4-year Investment Plan) <p>DF noted the importance of clearly stating the ambition of the board and what the preference might be for either a small number of larger projects or a larger number of smaller projects, stating that this needs to be agreed to help with prioritisation of projects.</p> <p>GMK suggested that this should be discussed and finalised at the March Board meeting.</p> <p>RW questioned if the board will be presented with all of the projects or just a summary and questioned what would happen if the projects fell into a singular theme.</p>	

	<p>TH stated the importance of agreeing the rational and making the correct strategic decisions to identify and align the ambition across the themes. Adding that they would bring a paper to the next board meeting with options to discuss at the next board meeting.</p> <p>DJ suggested agreeing a set of principles at the next board meeting including for example a project in each theme and matched funding.</p> <p>JD added that the themes are predetermined by the listed interventions from MHCLG.</p> <p>GMK confirmed that this will be discussed and finalised at the March board meeting.</p>
5.	<p>Governance – Fraud & Risk Workshop HK (SIB)</p>
	<p>HK presented the Board with the draft Risk & Fraud Risk registers, noting that they had been emailed to board members for review prior to this meeting.</p> <p>GMK asked board if they were happy to approve registers, this was agreed by members.</p>
6.	<p>Enabling Projects Update HK (SIB)</p>
	<p>HK updated the board members on the following enabling projects:</p> <ul style="list-style-type: none"> • Blueways Phase 1 Scoping & Feasibility Study – being taken forward by Waterways Ireland • Multi sports & Wellbeing Initiative Scoping & Strategy Report – being led by CCGBC • Community Cohesion & Co Design – co design workshops being held to develop information for emerging projects and grants. CCGBC currently developing a new council community development strategy, arts strategy and museums strategy. • Re-Purpose/Maximise under used buildings/assets - Task & Finish Group established to take forward a number of key workstreams. <p>TH asked board members to share details of upcoming CFTF community co design workshops with their existing contacts and networks.</p> <p>DJ asked that GIS update the CFTF Board at the next board meeting.</p>
7.	<p>Update on CFTF 10 Year Vision & Regeneration Plan Submission to MHCLG HK (SIB)</p>
	<p>HK updated the board on the CFTF submission to MHCLG advising that the plan had been assessed and they had received a request from MHCLG for CFTF Board Risk & Fraud Registers to be confirmed along with an update on the CFTF indicative spend profile. She advised that the MOU should be issued in March.</p> <p>GMK thanked the board and team for their hard work in getting the plan submitted.</p>
8.	<p>Comms & Marketing Update HK (SIB)</p>
	<p>HK updated the board members on communications noting that they were working on a communications roadmap with key CFTF milestones throughout 2026 including the issue of the MOU. This will ensure that the public is kept informed and up to date with all programme activity and will help keep CFTF profile and momentum with local communities and businesses etc</p>

9. DONM & AOB	Chair
DONM Thursday 26 th March 2026 @ 6.00pm in Council Chamber Cloonavin. GMK brings meeting to an end at 19.38	

Contact Name	Code	Attendance	Organisation
Chair			
Professor Gerry McKenna	GMK	1	Independent
Board Members			
Karen Yates	KY	0	Causeway Chamber Commerce
Rob Skelly	RS	0	Harbour Commissioner
Inspector Bjorn O'Brien	BOB	0	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	1	Chairman Coleraine BID, Harbour Commissioner
Jayne Taggart	JT	0	Enterprise Causeway
Duane Farrell	DF	1	The Honourable The Irish Society
Mark Lennox	ML	0	Northern Regional College
Victor Gault	VG	0	Ulster University
Mark Alexander	MA	1	NI Housing Executive
Graeme Stevenson	GS	0	Arts Council NI
Caitlin Bond	CB	0	CCGBC Youth Forum
Charlie Smyth	CS	0	CCGBC Youth Forum
Henry Taggart	HT	0	Coleraine Town Team
Riley McCahon	RMC	1	Coleraine Equality Forum
Local MP			
Gregory Campbell	GC	0	MP

Contact Name	Code	Attendance	Organisation
Elected Members			
Councillor Philip Anderson	PA	1	Coleraine DEA
Councillor Niamh Archibald	NA	1	Coleraine DEA
Alderman Yvonne Boyle	YB	1	Coleraine DEA
Councillor Tanya Elder	TE	1	Coleraine DEA (Teams)
Councillor Russell Watton	RW	1	Coleraine DEA
Councillor John Wisener	JW	1	Coleraine DEA
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	1	Department for Communities
Alan Keys	AK	0	Department for Infrastructure
Ann Marie Orr	AO	1	Tourism Ireland
Esther Dobbin	ED	0	Tourism NI
Justine Daly	JD	1	MAG Advisor Department for Communities
Yvonne McManus	YMM	0	PSNI
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	1	Chief Executive
Des Donnelly	DD	1	Secretariat to CFTF Board
Shane Mathers	SM	0	Principle Planning Officer
Julienne Elliott	JE	0	Town and Village Manager
Patricia O'Brien	POB	1	Head of Funding Unit
Garry Mullan	GM	1	Community Planning Officer
SIB			-

Contact Name	Code	Attendance	Organisation
Hazel King	HK	1	CFTF PM
Therese Hogg	TH	1	Community Engagement (SSU)
Gavin Boyd	GB	0	Communications
Total		22	

DRAFT