Coleraine Future Town Fund Board Minutes

Date of Meeting: Thursday 27th August 2026

Location: University of Ulster, Coleraine. **Present and Absentees:** List of Attendees detailed below on pages 3-5.

1.	**Welcome / Apologies & Matters Arising**	**Bjorn O'Brien**		
	Actions	**Lead Chair**	**Status**	**Remarks**
2.	**For Decision**	**HK (SIB)**		
	Actions	**Lead**	**Status**	**Remarks**
#1.	CFTF Board approved the updated CFTF Risk Register	HK		
#2	DD to co-ordinate a date for a scoring panel to meet to assess quotations received for Marketing & Comms support.	DD		
#3.	Workshop to be arranged for 10th September at 6pm, venue TBC	DD		
#4	Board Members to review the long list of emerging CFTF proposals in advance of the workshop and provide any comments, queries or observations in writing to Dessie in advance of the workshop.	DD		
3.	**For Information**	**TH HK (SIB)**		
	Actions	**Lead**	**Status**	**Remarks**
#5	Details of the Heritage Trust NI networking event to be sent to Board members once details have been finalised.			
#6	Details of the collaborative MHCLG networking event with Coleraine and Derry/Londonderry to be sent to Board members once finalised			
4.	**DONM & AOB**	**Chair**		
	Actions	**Lead**	**Status**	**Remarks**
	DONM – 6pm Thursday 24th September 2026, Council Chamber, Cloonavin			

Not yet commenced

Red		
Yellow		In Progress
Green		Complete

1.	**Welcome / Apologies Matters Arising**	**Chair**
	Due to technical difficulties the CFTF board meeting started at 18.30, Bjorn O'Brien chaired the meeting as Prof Gerry McKenna was having connection issues. Apologies noted and detailed below. B O'B asked board members if they had any Declarations or Conflicts of Interest regarding tonight's agenda, nil response. B O'B welcomed Michael Devine, who will be representing Coleraine Connect to the board. B O'B noted that the minutes from the previous meeting in June had been shared but as there were not enough members present to have a quorum no decisions were taken, and the minutes were for information purposes only.	
2.	**For Decision**	**TH HK (SIB)**
	HK provided an update on the CFTF Risk Register including a number of updates which were highlighted. HK noted no change to the CFTF Fraud Risk Register. The Board approved the updates. HK updated the Board members on Procurement of external Communications & Marketing support. A quotation exercise had been undertaken in line with the CCGBC procurement policy. The council's procurement manager advised that an assessment panel would need to be set up to score the quotations received. The following Board members were nominated to be part of the scoring panel: Michael Devine, Riley McCahon & Rob Skelly. DD would co-ordinate a date for the panel to meet. HK notified the Board that no quotations were received for the commercial Property Agent quotation. Feedback has been requested from the property agents who had been sent the specification to ascertain why they had not submitted a quotation. The Board agreed that the quotation exercise would be undertaken again following feedback from agents. HK updated the Board members on the prioritisation process, advising that every Board member had now received the complete list of emerging concepts aligned to the three PiPP core objectives. HK and TH had been requested by the Board to develop these from concepts into proposals on the agreed Plan on a Page template. HK outlined how a number of the emerging concepts were consolidated where collaboration at a programme level would achieve strategic and shared outcomes and reduce salami slicing of the funding. Avoiding salami slicing and being strategic was a key consideration of the board. Whilst this reduced the number of proposals to be prioritised, this process has not removed any of the original emerging concepts, with related concepts grouped together into strategic proposals to enable the board to achieve strategic outcomes.	

PM suggested that the Board:
Should participate in a workshop which will provide Board Members with an opportunity to review and validate the long list of outline proposals and to consider whether:

- individual proposals should remain as standalone proposals; or
- proposals with similar objectives and outcomes should be streamlined and combined into broader, more strategic proposals / programmes of intervention.

The workshop will also provide an opportunity to revisit the agreed sifting, prioritisation and assessment/ scoring methodology to ensure that all Board Members fully understand, endorse and have ownership of the sifting, prioritisation and assessment/ scoring process as it moves forward. In keeping with the Fund's co-design principles, Board Members will also be asked to consider and agree an approach and indicative timetable for public consultation on the emerging programme proposals. This will provide residents with an opportunity to review and validate the proposed investment priorities through a **"We Asked, You Said, We Heard, We Will Do"** engagement approach.

All Board Members were asked to review the circulated long list of emerging proposals in advance of the workshop and provide any comments, queries or observations in writing to Dessie.

Questions:

- RS questioned if the Board is now using the original list of concepts and not the reduced list. HK replied that it would be up to the board members to decide this and that all board members need to own and be happy with the final list to be prioritised, adding that the rational for consolidation was to prevent salami slicing of the funding pot and remain as strategic as possible.
- RS suggested board members taking ownership of the sifting/ prioritisation process.
- DJ supported holding a workshop to make sure all board members are satisfied, then the Board can go out publicly with a communications update.
- RS noted effective communication for the programme is vital.
- ED replied that she was disappointed that the planned panel assessment meetings did not go ahead, noting timelines had been agreed, time had been taken off to join assessment panels and she would like this noted.
- RW added that the process will not please everyone and he had no issues with the progress being made.
- B O'B asked Board members if it would be best for everyone to read through the list of projects and then workshop or push on with current programme. It was agreed that the workshop would be held as outlined.
- YB questioned if current scoring could be saved.

	• MD noted that it felt like progress was slowing down, and questioned the need for the workshop and further public consultation. He felt the Board needed to progress to be able to release funding as soon as possible. • P O'B outlined how a process had been developed through the Council's Grant Funding Unit to help facilitate the CFTF assessment panels. An online template had been developed based on the Plan on a Page template agreed by the Board. If this online template process had been followed, panel members would have been able to access the emerging proposals in advance of the panel meetings. She suggested that all future assessments are put online and then all board members can have access to the proposals. • B O'B recapped on what had been agreed, requesting that Board members take 2 weeks to read the list of proposals, provide any feedback to DD so this could be reflected, then attend the workshop in 2 weeks' time. • RS agreed members should declare in writing to DD that they have read and understood the emerging proposals. • B O'B asked DD to email the Board members asking that they declare they have reviewed and understood the emerging proposals, are were content to move to the workshop, and finally then out to the public for their validation on the list of proposals. After that panels would be set up to prioritise the proposals. • Provisional date for workshop agreed as Thursday 10th Sep @ 6.00pm venue TBC.
3.	**For Information** — **HK TH (SIB)**
	HK noted the letter from MHCLG regarding the UK Governments requirement that PiPP Boards becoming a constitutional entity by year three of the first four year investment period. The letter advised that some of the Phase 2 town boards have become early adopters and consider a range of different models with MHCLG sharing learning from these Boards with the other town Boards. HK notified the board that: • the Heritage Trust NI Event scheduled for September has been moved from September to 9th of March 2027 with further details to be provided nearer the time. • A date had still to be agreed for the planned collaborative MHCLG networking event with the Derry/Londonderry Town Board and noted further details would be sent out when available. TH updated the Board on the stakeholder engagement and co design events which had taken place since the Board last met, and those planned to take place over the next month.
4.	**DONM & AOB** — **Chair**
	Next CFTF Board meeting at 6.00pm Thursday 24th September 2026 @ Council Chamber Cloonavin, Coleraine.

Contact Name	Code	Attendance	Organisation
Chair			
Professor Gerry McKenna	GMK	0	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	1	Coleraine Neighbourhood Renewal Partnership (Chair)
Ann McNickle	AMN	1	Causeway Rural & Urban Network,
Jonny McKane	AMK	0	Council of Churches
Ian Donaghey	ID	0	Harbour Commissioner
Michael Devine	MD	1	Coleraine Connect
Jayne Taggart	JT	1	Enterprise Causeway
Duane Farrell	DF	1	The Honourable The Irish Society
Mark Lennox	ML	0	Northern Regional College
Victor Gault	VG	1	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
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 Elder	TE	0	Coleraine DEA (Teams)

Contact Name	Code	Attendance	Organisation
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	SDLP East Londonderry
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	1	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
Patricia O'Brien	SM	1	Principle Planning Officer
Julienne Elliott	JE	0	Town and Village Manager
Garry Mullan	GM	0	Community Planning Officer
SIB			_
Hazel King	HK	1	CFTF PM
Therese Hogg	TH	1	Community Engagement (SSU)
Gavin Boyd	GB	0	Communications
Total			

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