

FINANCE COMMITTEE MEETING HELD THURSDAY 11 DECEMBER 2025

No	Item	Summary of Key Recommendations	Estimated Timescale for completion
1.	Apologies	Alderman Callan, Councillor Kane, Kyle, McGlinchey, Wisener	N/A
2.	Declarations of Interest	None	N/A
3.	Minutes of previous meeting held Thursday 13 November 2025	Confirmed as a correct record	N/A
4.	Prompt Payments	Noted	
5.	Management Accounts Period 7	Noted	
6.	EPP Forecast	<p>To recommend that Council approve the CFO to include the draft Estimated Penny Product which is most beneficial to Council in the draft estimates to be presented to the January Finance Committee.</p> <p>It is further recommended that Council approve the use of the revised De-rating grant EPP in the draft rates estimates</p>	
7.	Correspondence		

7.1	1st NIPSO Refund 2025-2026 letter Causeway Coast and Glens	Noted	
7.2	SBRR Consultation Letter to Causeway Coast & Glens Council	Noted	
	In Committee (Items 8 - 1 inclusive)		
8.	Finance budget 2026 – 2027	To recommend that Council consider and agree the level of assumptions discussed for inclusion in the estimates for the 26 / 27 period.	15 February 2026
9.	Chief Executive Budget 2026 – 2027	To recommend that Council consider and agree the level of assumptions discussed for inclusion in the estimates for the 26 / 27 period.	15 February 2026
10.	Corporate Service Budget 2026 – 2027	Noted	
11.	Rates Estimates 2026 – 2027 3 rd Draft	Noted	
12.	Debt Management	Noted	
13.	Capital Projects Register	Noted	
14.	Minutes of FMT meeting Tuesday 4 th November 2025	Noted	N/A
15.	Any Other Relevant Business (notified in accordance with Standing Order 12 (0))	Nil	

**MINUTES OF THE PROCEEDINGS OF THE
FINANCE COMMITTEE HELD IN THE COUNCIL CHAMBER AND VIA
VIDEO CONFERENCE,
ON THURSDAY 11 DECEMBER 2025 AT 7.00PM**

In the Chair: Councillor Peacock (C)

Members Present: Alderman Coyle (C), Knight-McQuillan (R), Scott (C)
Councillors Holmes (R/C), Huggins (R), McQuillan (R),
Mairs (C), Nicholl (R), Schenning (R), Wilson (R)

Officers Present: D Wright, Chief Finance Officer (C)
M Quinn, Director of Corporate Services (R)
J Culkin, Management Accountant (C)
J Keen, Committee & Member Services Officer (C)
R Finlay, ICT Officer (C)
L Boyd, ICT Officer (C)

In Attendance: Press 1no. (R)

Substitution: Councillor McCully substituted for Councillor Kane.

The Chief Finance Officer undertook a roll call.

The Chair advised Committee of its obligations and protocol whilst the meeting was being audio recorded.

1. APOLOGIES

Apologies were recorded for Alderman Callan, Councillor Kane, Kyle, McGlinchey, Wisener.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

**3. MINUTES OF FINANCE COMMITTEE MEETING HELD THURSDAY 13
NOVEMBER 2025**

Copy previously circulated.

AGREED –the Minutes of the Finance Committee meeting held Thursday 13 November 2025 were confirmed as a correct record.

4. PROMPT PAYMENTS

Report, previously circulated, was presented by the Management Accountant.

Background

Department for communities (DfC) requires Council to record and publish statistics regarding the payment of supplier invoices with specific reference to two distinct measures namely invoices paid within 10 working days and invoices paid within 30 calendar days.

Detail

These figures are published on a quarterly basis by DfC with Councils required to do likewise. The purpose of the statistics is to encourage Councils to support businesses especially those local and/or small businesses for whom cash flow is of vital importance to their continued survival. In addition, as part of Council's performance improvement plan for this year the payment of our suppliers has been identified as one of the performance improvement objectives with a target of 90% of suppliers being paid within 30 calendar days. The tables below detail Council's performance since April 2023 the latest data being for quarter 3 of 25/26 year, up to and including end of November 2025.

Analysis

The statistics will be continually monitored to ensure the performance levels are maintained and where possible improved. Council's self-imposed target remains at 90% of invoices being paid within 30 days. During November 91.56% (October 88.04%) of invoices were paid within 30 days. This is a good improvement in performance taking us back above our 90% target, finance staff are continuing their efforts to maintain and improve this level of performance.

Prompt Payment Statistics 2023/2024					
	Q1	Q2	Q3	Q4	Total
Total No of Invoices	6512	7263	6847	7031	27653
Total amount paid	£ 23,864,802	£ 17,139,245	£ 13,837,183	£ 13,491,210	£ 68,332,440
Number of invoices paid within 10 days	3675	5233	5444	5774	20126
% of invoices paid within 10 days	56.43%	72.05%	79.51%	82.12%	72.78%
Number of invoices paid within 30 days	5398	6232	6215	6301	24146
% of invoices paid within 30 days	82.89%	85.80%	90.77%	89.62%	87.32%
Number of invoices paid outside 30 days	1114	1031	632	730	3507
% of invoices paid outside 30 days	17.11%	14.20%	9.23%	10.38%	12.68%
No. of Disputed Invoices	33	162	35	169	399
% of disputed invoices	0.51%	2.23%	0.51%	2.40%	1.44%
Average Payment Days	18.71	15.59	11.36	13.58	14.64
Prompt Payment Statistics 2024/2025					
	Q1	Q2	Q3	Q4	Total
Total No of Invoices	6890	7030	7234	6931	28085
Total amount paid	£ 15,645,094	£ 14,616,411	£ 13,040,366	£ 11,221,971	£ 54,523,842
Number of invoices paid within 10 days	5304	5316	5820	5220	21660
% of invoices paid within 10 days	76.98%	75.62%	80.45%	75.31%	77.12%
Number of invoices paid within 30 days	6274	6336	6813	6208	25631
% of invoices paid within 30 days	91.06%	90.13%	94.18%	89.57%	91.26%
Number of invoices paid outside 30 days	616	694	421	723	2454
% of invoices paid outside 30 days	8.94%	9.87%	5.82%	10.43%	8.74%
No. of Disputed Invoices	37	54	40	42	173
% of disputed invoices	0.54%	0.77%	0.55%	0.61%	0.62%
Average Payment Days	11.86	11.64	9.84	12.60	11.47
Prompt Payment Statistics 2025/2026					
	Q1	Q2	Q3*	Q4	Total
Total No of Invoices	6819	7136	5195		19150
Total amount paid	£ 15,915,510	£ 18,756,784	£ 10,647,731		£ 45,320,024
Number of invoices paid within 10 days	5003	5254	4038		14295
% of invoices paid within 10 days	73.37%	73.63%	77.73%		74.65%
Number of invoices paid within 30 days	6112	6248	4655		17015
% of invoices paid within 30 days	89.63%	87.56%	89.61%		88.85%
Number of invoices paid outside 30 days	707	888	540	0	2135
% of invoices paid outside 30 days	10.37%	12.44%	10.39%		11.15%
No. of Disputed Invoices	30	30	36		96
% of disputed invoices	0.44%	0.42%	0.69%		0.50%
Average Payment Days	12.59	14.01	13.25		13.30
*Incomplete period					

Alderman Scott commented that the prompt payments are above target which is a good achievement.

Committee NOTED the report.

- * **Councillor Holmes joined the meeting in the Chamber at 7:09pm, after being in attendance remotely, during consideration of the following item.**

- * **Councillor Schenning joined the meeting, remotely, at 7.10pm, during consideration of the following item.**

5. MANAGEMENT ACCOUNTS PERIOD 7

Report, previously circulated, was presented by the Management Accountant.

Purpose of Report

The purpose of this report is to present the current management accounts to Council for information and analysis.

Further information was contained within the report under the following headings:

- Background
- Financial Overview by Directorate
- Income and Expenditure Analysis
- Finance, Investment Income, Interest and Rates
- Capital Expenditure
- Cashflow
- Summary
- Year-end projection

In response to questions, the Chief Finance Officer advised that the majority of adverse costs may relate to repairs to the Chamber roof after the last major storm as well as additional contractors brought in to get on top of the number of jobs in the TABS system. The Chief Finance Officer further stated there will be an adjustment made to the accounts to reflect work completed by the Estates team in support of Events programmes. An analysis of the use of contractors in relation to the TABS system will be included in the next management accounts.

In response to questions regarding staffing, the Chief Finance Officer advised that, due to the nature of some of the roles, vacancies cannot be left unfilled and are usually filled promptly. The Chief Finance Officer confirmed that vacancies are not a significant factor in the adverse variance.

Committee NOTED the report.

6. EPP FORECAST

Report, previously circulated, was presented by the Chief Finance Officer.

Purpose of Report

The purpose of this report is to inform members of the first draft Estimated Penny Product (EPP) forecast supplied by Land and Property Services (LPS) which will be used in the budgeting process.

Background

LPS have issued to Councils the first in year forecast for the EPP based on figures at 31 October 2025. The forecast for Causeway Coast and Glens Borough Council gives an EPP of £2,178,670 compared to £2,064,190 which was used in calculating our rate for the current year. The EPP figures this year are distorted by the effect of the Non-Domestic Revaluation which whilst there appears to be a healthy uplift in the raw EPP it is offset by the effect of the valuation causing the conversion factor which is used to calculate the domestic rate factor to change. The overall effect of the EPP equates to approximately 0.3%. It is clear Council cannot rely on rates base growth to overcome the ongoing cost pressures in the provision of services, other efficiencies or sources of revenue generation must be explored and maximised to minimise the impact upon our ratepayers. Officers are currently investigating any potential sizable properties which have been approved recently or are imminent so that they could be added to our EPP thereby reducing potential additional ratepayer burden.

EPP Analysis

The tables below set out the variance of the EPP forecast from previous calculations, the first table is the domestic property side and the second sets out the non-domestic calculations.

De-Rating Grant EPP Analysis

The tables below (circulated) also set out the revised EPP forecast for De-rating grant which has increased to £87,730, an increase of over 21%.

Recommendation

It is recommended that Council approve the CFO to include the draft Estimated Penny Product which is most beneficial to Council in the draft estimates to be presented to the January Finance Committee.

It is further recommended that Council approve the use of the revised De-rating grant EPP in the draft rates estimates.

Proposed by Alderman Scott

Seconded by Councillor Holmes and

AGREED – to recommend that Council approve the CFO to include the draft Estimated Penny Product which is most beneficial to Council in the draft estimates to be presented to the January Finance Committee.

It is further recommended that Council approve the use of the revised De-rating grant EPP in the draft rates estimates.

7. CORRESPONDENCE

7.1 1st NIPSO Refund 2025-2026 letter Causeway Coast and Glens

Correspondence, previously circulated, was presented as read by the Chief Finance Officer.

7.2 SBRR Consultation Letter to Causeway Coast & Glens Council

Correspondence, previously circulated, was presented as read by the Chief Finance Officer.

The Chief Finance Officer advised that the consultation closes on 29 January 2026 and that a draft response can be presented to the Finance Committee in January 2026. Committee members were invited to provide feedback for inclusion in the response.

Committee NOTED the correspondence (items 7.1-7.2).

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Alderman Coyle
Seconded by Alderman Scott and

AGREED – to recommend that Finance Committee move *'In Committee'*.

The information contained in the following items is restricted in accordance with Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

* **The meeting moved *'In Committee'* at 7:19pm**

8. FINANCE BUDGET 2026 – 2027

Confidential report, by virtue of paragraph(s) 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 was presented by the Chief Finance Officer.

Purpose of Report

The purpose of this report is to inform members of the budgetary requirements for the Finance Department for the 2025/26 period and to seek Council

agreement on the setting of general assumptions for inclusion within those estimates.

Recommendation

It is recommended that Council consider and agree the level of assumptions discussed for inclusion in the estimates for the 26 / 27 period.

In response to questions the Chief Finance Officer provided information on the status of loans and advised that further information can be provided through the Treasury Management report after year end.

Proposed by Alderman Coyle
Seconded by Councillor Holmes and

AGREED – To recommend that Council consider and agree the level of assumptions discussed for inclusion in the estimates for the 26 / 27 period.

9. CHIEF EXECUTIVE BUDGET 2026 – 2027

Confidential report, by virtue of paragraph(s) 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 was presented by the Chief Finance Officer.

Purpose of Report

The purpose of this report is to inform members of the budgetary requirements for the Chief Executive's Directorate for the 2026/27.

Recommendation

It is recommended that Council consider and agree the level of assumptions discussed for inclusion in the estimates for the 26 / 27 period.

Proposed by Alderman Scott
Seconded by Councillor Mairs and

AGREED – To recommend that Council consider and agree the level of assumptions discussed for inclusion in the estimates for the 26 / 27 period.

10. CORPORATE SERVICE BUDGET 2026 – 2027

Confidential verbal report, by virtue of paragraph(s) 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 was presented by the Director of Corporate Services.

The Chief Finance Officer advised Committee that Members Allowances will show savings.

11. RATES ESTIMATES 2026 – 2027 3RD DRAFT

Confidential report, by virtue of paragraph(s) 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 was presented by the Chief Finance Officer.

Purpose of Report

The purpose of this report is to inform members of the pressures being faced by Council in terms of financial budgeting and the setting of the rate for 2026/27. The summary table (circulated) details the estimated impact of the larger known high level influences on the rates and therefore gives an indication of the challenges which Council will face and need to address in considering the setting of the rate for 2026/27.

Committee NOTED the report.

12. DEBT MANAGEMENT

Confidential report, by virtue of paragraph(s) 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 was presented by the Management Accountant.

Purpose of Report

This report informs members of the current position surrounding debt owed to the Council by its customers.

Further information was provided within the report under the following headings:

- Background
- Detail – Aged Debt Analysis
- Options

Committee NOTED the report.

13. CAPITAL PROJECTS REGISTER

Confidential report, by virtue of paragraph(s) 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 was presented by the Chief Finance Officer.

Purpose of Report

The purpose of this report is to provide Members with information on the current capital projects portfolio.

The Chief Finance Officer stated that a Capital Projects workshop can be arranged.

In response to questions, the Chief Finance Officer advised that he would obtain further information on funding for Altnahinch Dam and forward it to Councillor Peacock, who had requested the information.

Committee NOTED the report.

14. MINUTES OF FMT MEETING TUESDAY 4 NOVEMBER 2025

For information, confidential Finance Management Team Meeting minutes Tuesday 4 November 2025, previously circulated, were presented as read by the Chief Finance Officer.

Committee NOTED the report.

15. ANY OTHER RELEVANT BUSINESS (NOTIFIED IN ACCORDANCE WITH STANDING ORDER 12 (O))

There were no items of Any Other Relevant Business.

MOTION TO PROCEED ‘IN PUBLIC’

Proposed by Alderman Scott

Seconded by Councillor Mairs and

AGREED – to recommend that Finance Committee move ‘*In Public*’

This being all the business, the Chair thanked Elected Members for their attendance and the meeting closed at 7:50pm

Chair