

**FINANCE COMMITTEE MEETING HELD THURSDAY 12 JUNE 2025**

<b>No</b>	<b>Item</b>	<b>Summary of Key Recommendations</b>	<b>Estimated Timescale for completion</b>
1.	Apologies	<b>Alderman Coyle, Councillors Kyle, McGlinchey, McQuillan, Nicholl</b>	<b>n/a</b>
2.	Declarations of Interest	<b>None</b>	<b>n/a</b>
3.	Minutes of Finance Committee meeting held Thursday 15 May 2025	<b>Confirmed as a correct record</b>	<b>n/a</b>
4.	Management Accounts Period 12	<p><b>To recommend that Council approves the movement of £250,000 out of Infrastructure's surplus into the repairs and renewals reserve to meet planned maintenance that did not occur this financial year as detailed above.</b></p> <p><b>That Council approves the movement of an additional £350,000 out of the current year surplus into the Repairs and Renewals Reserve to help meet maintenance cost increases that may not have been captured in the 2025/26 rates setting process as demonstrated by the</b></p>	

		<b><i>Estates overspend as detailed above.</i></b>	
<b>5.</b>	Prompt Payments	<b><i>Information</i></b>	
<b>6.</b>	Vehicle Repairs Tender	<b><i>To recommend that Council approves the appointment of successful companies from the tender competition and their inclusion in the panel of contractors</i></b>	
<b>7.</b>	Correspondence		
<b>7.1</b>	RSG 2025-26 Instalment Letter	<b><i>Noted</i></b>	
<b>7.2</b>	RSG Allocations Annex - 2025-2026		
	<b><i>In Committee (Items 8-11 inclusive)</i></b>		
<b>8.</b>	Debt Management	<b><i>Information</i></b>	
<b>9.</b>	Minutes of Finance Management Team meeting Tues 1 April 2025	<b><i>Information</i></b>	
<b>10.</b>	Medium Term Financial Plan 2026 – 2029	<b><i>To recommend that Council approves the Medium Term Financial Plan as attached at Appendix A</i></b>	
<b>11.</b>	New Procurement Portal	<b><i>To recommend that Council approves awarding the contract for procurement software to In-Tend</i></b>	
<b>12.</b>	Any Other Relevant Business (notified in accordance with Standing Order 12 (0))	<b><i>None</i></b>	<b><i>n/a</i></b>

**MINUTES OF THE PROCEEDINGS OF THE  
FINANCE COMMITTEE HELD VIA VIDEO CONFERENCE,  
ON THURSDAY 12 JUNE 2025 AT 7.00PM**

**In the Chair:** Councillor Peacock

**Members Present:** Alderman Knight-McQuillan, Scott  
Councillors Holmes, Huggins, Kane, Mairs, Schenning,  
Wisener

**Officers Present:** D Wright, Chief Finance Officer  
J Culkin, Management Accountant  
L Clyde, Financial Accountant  
P Kydd, Procurement Officer  
J Keen, Committee & Member Services Officer  
A Lennox, ICT Officer

**In Attendance:** Press 1(no)

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 Coyle, Councillors Kyle, McGlinchey, McQuillan, Nicholl.

**2. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**3. MINUTES OF FINANCE COMMITTEE MEETING HELD THURSDAY 15 MAY 2025**

Copy previously circulated.

**AGREED** –the Minutes of the Finance Committee meeting held Thursday 15 May 2025 were confirmed as a correct record.

#### **4. MANAGEMENT ACCOUNTS PERIOD 12**

For information report, previously circulated presented by the Chief Finance Officer.

##### **Purpose of Report**

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

##### **Background**

Causeway Coast and Glens Borough Council (CC&GBC) consists of 4 legacy councils that merged on 1 April 2015 into 1 council. The council is currently made up of 3 directorates (Leisure and Development, Environmental Services, Corporate Policy and Resources) and includes a Planning, Finance and Legal department, that are reported separately in this report. The Annual Budgeted Spend for 2024/25 controlled by the Directorates is £82.410m (excludes depreciation, actuarial adjustments, provisions, accumulated absences, and it is these figures that change the figures in the Audited Accounts). Gross Income is budgeted at £81.978m the difference being a budgeted applied balance of £0.432m for the year.

##### **Financial Overview by Directorate**

An overview of Council's overall financial position was provided showing a favourable variance against budget at period 12 amounting to £5,168,478.

Further information regarding the financial overview by Directorate was provided.

##### **Income and Expenditure Analysis**

An overview was provided for Council's expenditure in relation to staffing showing that Council is currently favourable against budget in terms of staffing, this is after full implementation of the recently announced pay award.

The budgetary position of all other areas of expenditure against budget by Directorate were circulated in a table.

Details on the breakdowns of variance were provided in the individual Directorate sections previously circulated within the report.

Income levels remain strong for period 12 and the position is as detailed in the table previously circulated.

Commentary was provided on the overall income per Directorate.

## **Summary**

This report represents an excellent performance following a solid start to the financial year, especially with regards to some of our income streams. This report does not reflect the recommendations set out below, in addition it does not reflect the effect of a previous Council decision to allocate £300,000 out of HALP profits for reinvestment into the upkeep of the parks. This and the recommendations below, subject to Council approval of the recommendations, will be reflected in the draft final accounts to be delivered to the Department for Communities by 30 June and in the final audited accounts to be delivered to Council in September.

## **Recommendations**

**It is recommended** that Council approves the movement of £250,000 out of Infrastructure's surplus into the repairs and renewals reserve to meet planned maintenance that did not occur this financial year as detailed above.

**It is further recommended** that Council approves the movement of an additional £350,000 out of the current year surplus into the Repairs and Renewals Reserve to help meet maintenance cost increases that may not have been captured in the 2025/26 rates setting process as demonstrated by the Estates overspend as detailed above.

In response to questions the Chief Finance Officer advised that reserves will be used to maximise income which will include lending and making investments.

In response to further questions the Chief Finance Officer advised that a report will be brought to Committee to consider a fund for ad hoc large events and that there will be a workshop held for further discussion on the possibilities prior to the report being brought to Committee.

Proposed by Councillor Schenning  
Seconded by Councillor Kane and

**AGREED** – to recommend that Council approves the movement of £250,000 out of Infrastructure's surplus into the repairs and renewals reserve to meet planned maintenance that did not occur this financial year as detailed above;  
That Council approves the movement of an additional £350,000 out of the current year surplus into the Repairs and Renewals Reserve to help meet maintenance cost increases that may not have been captured in the 2025/26 rates setting process as demonstrated by the Estates overspend as detailed above.

## **5. PROMPT PAYMENTS**

For information report, previously circulated presented as read by the Chair.

### **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, previously circulated, detail Council's performance since April 2023 the latest data being for quarter 1 of 25/26 year, up to and including end of May 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 May 85.47% (April 91.99%) of invoices were paid within 30 days. This drop in performance is disappointing and finance staff are looking into possible explanations with a view to restoring previous levels.

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	4396				4396
Total amount paid	£ 10,283,988				£ 10,283,988
Number of invoices paid within 10 days	3191				3191
% of invoices paid within 10 days	72.59%				72.59%
Number of invoices paid within 30 days	3904				3904
% of invoices paid within 30 days	88.81%				88.81%
Number of invoices paid outside 30 days	492	0	0	0	492
% of invoices paid outside 30 days	11.19%				11.19%
No. of Disputed Invoices	13			42	55
% of disputed invoices	0.30%				1.25%
Average Payment Days	13.23				-76.76
*Incomplete period					

Finance Committee NOTED the report.

## 6. VEHICLE REPAIRS TENDER

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

### Purpose of Report

To seek approval to appoint companies to provide vehicle maintenance and repairs services to Council.

## **Background**

Council has a large vehicle fleet which requires maintenance and inspection on a regular basis to keep vehicles in roadworthy condition and ensure that Council has a procured list of suppliers.

A tender competition was offered on council's procurement portal eSourcing from mid-March to the end of April. A total of nine tenders were received, six companies returned compliant tenders.

Costs for vehicle repairs and maintenance for 2024/25 were £ 671,605.00

All six companies who returned compliant tenders will be added to the panel of contractors to ensure that repair times are kept to a minimum, to provide a wide geographic spread of availability across the Borough and a range of capabilities across all vehicle types thereby ensuring council vehicles are always in a roadworthy condition.

Evaluation of returns was completed on 9<sup>th</sup> May 2025.

The following six companies were successful in their submissions.

- DMA
- Claina
- Hilltop Garage
- Manvik
- HAJ Repairs
- Castlereagh Motors Ltd

## **Recommendation**

**It is recommended that** Council approves the appointment of successful companies from the tender competition and their inclusion in the panel of contractors.

Proposed by Alderman Scott

Seconded by Councillor Huggins and

**AGREED –** to recommend that Council approves the appointment of successful companies from the tender competition and their inclusion in the panel of contractors

## **7. CORRESPONDENCE**

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



## 7.1 RSG 2025-26 Instalment Letter

## 7.2 RSG Allocations Annex - 2025-2026

In response to questions the Chief Finance Officer advised that the formula for governing the rates support grant is based on wealth which includes the rates income generated in each Council area. The Chief Finance Officer advised that there are other factors which are considered in the allocation of rates support grants such as waste management, community engagement and tourism.

In response to further questions the Chief Finance Officer advised that the Rates Support Grant awarded to Council is approximately £9,000 less than budgeted for. The Chief Finance officer advised the Department for Communities has made a bid for additional funding primarily to help fund the additional National Insurance contributions.

Finance Committee NOTED the correspondence items 7.1 - 7.2 inclusive.

### ***MOTION TO PROCEED 'IN COMMITTEE'***

Proposed by Alderman Scott  
Seconded by Councillor Schenning

**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.***

### \* **Press left the meeting at 7:22pm**

The meeting moved *'In Committee'* at 7.22 pm.

The Chair reminded Committee of the audio recordings procedure.

## 8. **DEBT MANAGEMENT**

For information, confidential report, by virtue of paragraph(s) 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 was presented as read by the Chair.

### **Purpose of Report**

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

In response to questions the Chief Finance Officer confirmed the amount of debt owed by the company in administration is the amount stated in the report.

**9. MINUTES OF FINANCE MANAGEMENT TEAM MEETING TUES 1 APRIL 2025**

For information, confidential Finance Management Team Meeting minutes Tuesday 1 April 2025, previously circulated, were presented as read by the Chair.

Finance Committee NOTED the report.

**10. MEDIUM TERM FINANCIAL PLAN 2026 – 2029**

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

**Purpose**

The purpose of this report is to present to Council for approval the Medium Term Financial Plan (MTFP), which is attached as an appendix to this report.

**Recommendation**

**It is recommended** that Council approves the Medium Term Financial Plan as attached at Appendix A.

The Chief Finance Officer confirmed the Medium Term Financial Plan was updated after the rates strike.

Proposed by Councillor Huggins  
Seconded by Councillor Schenning and

**AGREED** - to recommend that Council approves the Medium Term Financial Plan as attached at Appendix A.

**11. NEW PROCUREMENT PORTAL**

For information, 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**

To inform members of a recommended change to the procurement software currently operated by councils' procurement department to a better, more secure, more streamlined and auditable system.

### **Options**

Continue to use eSourcing NI

Change systems to In-Tend and avail of superior functionality and auditability.

### **Recommendation**

**It is recommended** that Council approves awarding the contract for procurement software to In-Tend

In response to questions the Chief Finance Officer confirmed the cost of the contract of the procurement software stated in the report is the cost for the full term of the contract and that the company is based in the UK.

In response to questions the Procurement Officer provided details on the costs of the new procurement software and how it compares to the current software stating that the new procurement software has more functionality, is more user friendly and there is no massive increase in cost.

Proposed by Alderman Knight McQuillan

Seconded by Councillor Kane and

**AGREED** – to recommend that Council approves awarding the contract for procurement software to In-Tend.

### **MOTION TO PROCEED 'IN PUBLIC'**

Proposed by Councillor Schenning

Seconded by Councillor Kane and

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

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

There were no items of Any Other Relevant Business.

This being all the business, the Chair thanked Elected Members for their attendance and the meeting closed at 7:32pm

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Chair

UNCONFIRMED