

**BOARD MEETING NO. 92 – 12 SEPTEMBER 2025 @ 13:00**

**MINUTES**

**ACTING CHAIR:** Diana Fitzsimons (DF)

**BOARD:** Maurice Johnston (MJ) Cathy Gormly-Heenan (CGH) Kevin Gamble (KG)

**STAFF:** Neil McIvor (NM – Acting up Interim CEx/Director of Development); James McIlroy (JM) (Director of Finance & Corporate Services) Pamela Hubbard (Director of Finance & Corporate Services Desig)

**MLKDC SECRETARY:** Jon Craig (JC)

REF	DISCUSSION	ACTION BY
92.01	<b>CONFIRMATION OF CHAIR</b> (DF) was confirmed as Acting Chair for the meeting.	
92.02	<b>APOLOGIES</b> None.	
92.03	<b>DECLARATION OF POTENTIAL CONFLICTS</b> None.	
92.04	<b>MINUTES OF THE PREVIOUS MEETING</b>	
92.04.01	<b>Approval of Minutes</b> The Board approved the minutes of the meeting held on 27 June 2025. <b>Approved: (MJ) Seconded: (CGH)</b>	
92.04.02	<b>Matters arising from previous meetings.</b>  AP14 – ARAC forward work plan complete/Board not yet complete.	<b>DoF/CS</b>

REF	DISCUSSION	ACTION BY
92.05	<ul style="list-style-type: none"> <li>- <b>Chair's Business</b></li> </ul> <p>The Chair extended a warm welcome to Pamela Hubbard.</p> <ul style="list-style-type: none"> <li>- Closed Session - CEx position.</li> </ul> <p>Further action to be taken by Board</p> <p><b>AP1: Board to liaise with TEO with respect to CEx position</b></p> <ul style="list-style-type: none"> <li>- Closed Session - Strategy discussed by Board/SMT.</li> <li>- <b>AP2: Chair to take forward discussed ideas.</b></li> </ul> <p><b>AP3: Continued communication with SPADs/Perm Sec and elected representatives where possible.</b></p>	<p><b>BOARD</b></p> <p><b>CHAIR</b></p> <p><b>ALL</b></p>
92.06	<p><b>Chief Executive's Business</b></p> <ul style="list-style-type: none"> <li>- Closed Session – Staffing.</li> <li>- Further action to be taken by AICEx</li> <li>- <b>Site Access Protocol</b></li> </ul> <p>AICEx updated the Board on the Site Access paper which had been proposed by TEO. (AICEx) advised that the paper was reflective of what we do now and that internal processes would be implemented to accommodate the revised application process and recommended it to the Board. CEx to monitor and report back to Board.</p> <p><b>Proposed: MJ Seconded: CGH</b></p> <p><b>AP4: Review at December Board meeting.</b></p> <p><b>Committee for the Executive Office</b></p> <ul style="list-style-type: none"> <li>- <b>AICEx reminded the Board about the forthcoming visit (5 Nov 25) of the Committee for the Executive Office.</b></li> </ul> <p><b>AP5: Ensure Logistics for visit are in place.</b></p>	<p><b>CEx</b></p> <p><b>CEx</b></p>
92.06.01		

REF	DISCUSSION	ACTION BY
	<ul style="list-style-type: none"> <li>- <b>Quarterly Assurance Statement/Draft Partnership Agreement.</b> AICEx's intention is to forward to the Board for approval together if the Partnership Agreement is agreed at the time. <b>AP6: QA Statement and Partnership agreement to be forwarded to Board for approval by correspondence.</b></li> <li>- <b>AANI</b> AICEx reported on a meeting with AANI on 27 August 2025 and that MLKDC was progressing the AANI proposals to the next stage with the final version of the agreed AANI site plan whereby AANI will provide visual images and landscaping proposals to the MLKDC Board.</li> </ul>	<b>CEx</b>
<b>92.07</b>	<b>FINANCE AND CORPORATE SERVICES BUSINESS</b>	
<b>92.07.01</b>	<ul style="list-style-type: none"> <li>- <b>Finance Dashboard.</b> (JM) informed Board members that no further bid would be submitted for additional capital and resource funds. We had made savings in the G4S and staff budgets and that this would offset the cost of the temporary Assistant Development Manager. The Board noted that Budgets were on track and that the Hangar doors remained the priority.</li> </ul>	
<b>92.07.02</b>	<p><b>Corporate Risk Register</b></p> <p>The Board noted the updates including CEx comments on Climate Change policy and Stakeholder Engagement. In effect the Climate Act mandates that unless Government departments collectively consider Climate Impact on projects then there is a risk that the projects will not be allowed to proceed.</p>	

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92.07.03	<p><b>Annual Report</b></p> <p>The Annual Report which had been present in draft to the Board on 27 June 25 was presented to the Chair for signature. The Board was updated by (JM) on the final processes to be completed by the NIAO and the Comptroller in advance of the report being published.</p>	
92.07.04	<p><b>RTTCWG</b></p> <p>(JM) stated that there was no evidence of management override control and that MLKDC had robust processes in place to ensure established accounting procedures and appropriate governance were maintained. (JM) directed the Board towards the recommendations and outlined the two times priority three recommendations as accepted by management.</p> <p><b>Approved: CGH Seconded: MJ</b></p>	
92.07.05	<p><b>AP7: DoF/CS on taking up post to review all recommendations.</b></p> <p><b>HMRC Corporation Tax Update</b></p> <p>(JM) updated the Board and informed them that a small interest payment was incurred. Corporation Tax training for the new Director of Finance/CS would be put in place as per the agreed conditions within the contract settlement agreement with HMRC.</p> <p>(JM) took the opportunity to record his appreciation to all members of the ARAC and Alice Johnston for their support during his tenure as temporary Director Finance Corporate Services at MLKDC. All actions are now complete in respect of the HMRC Corporation Tax issue.</p> <p><b>The Board noted the update.</b></p> <p><b>AP8: DoF/CS to undertake refresher Corporation Tax Training.</b></p>	<p><b>DoF/CS</b></p> <p><b>DoF/CS</b></p>
92.08.01	<p><b>PROPERTY AND DEVELOPMENT MATTERS BUSINESS</b></p> <p>- <b>Dashboard and minutes</b></p>	

REF	DISCUSSION	ACTION BY
92.08.02	The Board noted the updates particularly in relation to Compound 19 preservation. CPD were on site in the previous week and are preparing a scope of works to prevent water ingress and reduce the effects of wind erosion. The planned roof project (Hangar), was reported by (AICEx), as a pilot project which will involve the removal of a number of trusses and bespoke planning.	
92.08.03	<p><b>Listed and Retained business case adjustment paper</b></p> <p>The Board noted the adjustment and in particular the updated figure of approval from £3.272M to £3.163M.</p> <p><b>Proposed: KG Seconded: CGH</b></p> <p><b>AP9: Revised figures to be passed to Finance Officer.</b></p>	DoF/CS
92.09	<p><b>ARAC MATTERS</b></p> <p>The Board noted the updates given at the ARAC committee.</p>	
92.10	<p><b>ANY OTHER BUSINESS</b></p> <ul style="list-style-type: none"> <li>- <b>Danske banking proposal</b></li> </ul> <p>The board endorsed the proposal to allow (PH) to be added as a signatory to the account.</p> <p><b>Proposed: MJ Seconded: KG</b></p> <p><b>AP10 – Add (PH) to those authorised to carry out Danske Transactions.</b></p> <ul style="list-style-type: none"> <li>- <b>Confirmation of Chair</b></li> </ul> <p>(KG) was confirmed as Chair for next the board meeting.</p> <ul style="list-style-type: none"> <li>- <b>ARAC/Board Effectiveness Survey</b></li> <li>- DoF/CS to consider.</li> </ul> <p><b>AP11: ARAC/Board effectiveness survey.</b></p>	<p>JM/AICEx</p> <p>DoF/CS</p>

REF	DISCUSSION	ACTION BY
	<p>- <b>Events</b></p> <p>AICEx advised that following on from a recently held Buggy event that due to noise complaints this type of event would no longer be hosted on the site.</p> <p><b>The Board endorsed this proposal.</b></p> <p><b>AP12: AICEx to revert to event organiser.</b></p>	<b>AICEx</b>
<b>90.11</b>	<p><b>Date of Next Meeting:</b></p> <p><b>Board – 9 December 2025</b></p> <p><b>ARAC – 9 December 2025</b></p> <p><b>Property &amp; Development Committee – 9 December 2025</b></p>	

*The meeting closed at 15:00*