

BOARD MEETING NO. 93 – 9 DECEMBER 2025 @ 13:00

MINUTES

ACTING CHAIR: Kevin Gamble (KG)
BOARD: Maurice Johnston (MJ), Cathy Gormly-Heenan (CGH), Diana Fitzsimons (DF)
STAFF: Neil Mclvor (NM) - Interim Chief Executive (CEX) / Director of Development (DoD), Pamela Hubbard (PH) - Director of Finance & Corporate Services (DoF&CS)
MLKDC SECRETARY: Jon Craig (JC) - Corporate Services Officer (CSO)

REF	DISCUSSION	ACTION BY
93.01	WELCOME CHAIR (KG) was confirmed as Acting Chair for the meeting.	
93.02	APOLOGIES None.	
93.03	DECLARATION OF POTENTIAL CONFLICTS None.	
93.04	MINUTES OF THE PREVIOUS MEETING	
93.04.01	Approval of previous Minutes The Board approved the minutes of the meeting held on 12 September 2025. Approved: (MJ) Seconded: (CGH)	APPROVED
93.04.02	Matters arising from previous meeting The Board discussed the status of outstanding Action Points (APs) arising from previous meetings. It was agreed that updates to open and outstanding APs will be covered by agenda items. Several APs were closed as follows: Board Meeting 92 - 12.9.25 <ul style="list-style-type: none"> - AP4: Site Access Protocol – complete, will be revisited at a later stage. The AP was closed. - AP5: Executive Committee Visit – The Executive Committee visited MLKDC on 5th November 2025. The AP was closed. - AP6: Items for approval by correspondence – the Partnership Agreement was presented to the Board on 9 December 2025. The AP was closed. - AP8: Corporation Tax Training - training was completed on 4 December 2025. The AP was closed. - AP9: Business case figures revised – AP Closed. 	

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	<ul style="list-style-type: none"> - AP10: Danske Bank signatory – Pamela Hubbard added. AP Closed. - AP12: Cessation of Buggy events communicated to organiser completed. AP Closed. <p>Board Meeting 90 - 14.4.25</p> <ul style="list-style-type: none"> - AP15: Staffing paper, see update at 93.06.01 – AP closed. <p>The CEx (NM) informed the Board that the application made to TEO for a visit during the International Prison Officers convention next October had not been successful. The Board recommended further contact with the Northern Ireland Prison Officers Service.</p> <p>AP1 – Further discussions with Prison Service NI to take place.</p>	CEx
93.05	<p>CHAIR’S BUSINESS</p> <p>(KG) confirmed there was no specific Chair’s business to report.</p>	
93.06	<p>CHIEF EXECUTIVE’S BUSINESS</p>	APPROVED
93.06.01	<p>Staffing Paper</p> <p>A closed session between the Board and the CEx was held to discuss staffing matters. The Board accepted the recommendation set out in the Staffing Paper.</p>	
93.06.02	<p>Corporate Risk Register</p> <p>The Board noted the update from both (NM) and (PH) that there had been no significant changes to the Corporate Risk Register and that minor updates to the register were formatted in red for ease of reference.</p>	
93.07	<p>FINANCE AND CORPORATE SERVICES BUSINESS</p>	
93.07.01	<p>Partnership Agreement</p> <p>(PH) presented the Partnership Agreement along with an explanatory note of changes since the Board’s last review. The Board noted that the Partnership Agreement had been discussed at the recent Audit and Risk Assurance Committee (ARAC) meeting.</p>	

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93.07.02	<p>The Board agreed that subject to a minor typographical amendment in paragraph 2.11 (duplicate sentence) the Partnership Agreement should be signed.</p> <p>Approved: DF Seconded: MJ</p> <p>AP2: Partnership Agreement to be amended and circulated for signing.</p> <p>Finance Dashboard (PH) provided an update to the Board on the current financial position, noting that :</p> <ul style="list-style-type: none"> - TEO did not commission a formal monitoring submission for the December monitoring round; and - Expenditure was being closely monitored through to year end. <p>The Board noted the update provided by (PH).</p> <p>Annual Report and Accounts Update (PH) reported to the Board that the 6 month accounting consolidation process had completed successfully and that there were no issues to note. (PH) advised there were no issues to bring to the Board's attention in relation the Annual Report and Accounts at this stage of the reporting period.</p> <p>Internal Audit The Board noted the proposed forthcoming timetable for internal audit. (PH) advised the Board that an Internal Audit of MLKDC's Business Continuity Management procedures was ongoing and the MLKDC Business Continuity Plan had been shared with Internal Audit as part of the review.</p> <p>Register of Interests It was confirmed that all Board members have supplied their individual Register of Interests. The Board noted the requirement for the Register of Interests to be public facing. The Board agreed these</p>	<p>APPROVED</p> <p>DoF&CS</p>

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	<p>could be published on the MLKDC website subject to the review of the consolidated Register of Interest for all members.</p> <p>AP3 – Provide the Board with a consolidated Register of Interests. Once approved by correspondence this will be published.</p>	<p>DoF&CS/CSO</p>
<p>93.08</p> <p>93.08.01</p> <p>93.08.02</p>	<p>PROPERTY AND DEVELOPMENT MATTERS</p> <p>Development Dashboard</p> <p>The Board noted the updates and that all projects were on target to be achieved. (NM) updated on the capital works programme project management activity.</p> <p>The Board were informed that the main works for the Ulster Aviation Society (UAS) Hangar Rear Doors project was on schedule for completion by Christmas. Furthermore, the timescale for implementation of ground work to the rear of the hangars will be reviewed on receipt of quotations as this work may need to be deferred until the new financial year.</p> <p>Royal Ulster Agricultural Society (RUAS) extension of plans</p> <p>(NM) updated the Board in respect to ongoing discussions with RUAS' aspirational intention to purchase lands to secure on site car parking.</p> <p>Update on Air Ambulance NI (AANI)</p> <p>AANI have confirmed agreement to the site boundary for development lands to be potentially transferred to them, including associated Rights-of-Way / easements.</p> <p>This has enabled the following sequence of activity to be progressed:</p> <ul style="list-style-type: none"> • LPS have updated their previous valuation report. • SIB Roads Engineer has been instructed to bring forward plans and costings for relocation of Northern Spine Road to a new position south of AANI site boundary. 	

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93.08.03	<p>The Board expressed contentment with the current plans for the site development of the AANI base at MLK.</p> <p>Approved: (DF) Seconded: (KG)</p> <p>Insurance Position Review</p> <p>(NM) presented the options in respect of Public Liability Insurance to the Board and whilst it was agreed to revisit this item at a later date, the Board agreed with (NM) that it was at this juncture, given our restricted remit, not required.</p>	APPROVED
93.09	<p>ARAC MATTERS</p> <p>The ARAC Chair (MJ) provided a summary of business covered at the at the earlier ARAC meeting including discussions relating to the Partnership Agreement, the financial position, risk management, Internal and External Audit and the Annual Reports and Accounts. No issues were raised, and the Board noted the updated.</p>	
93.10	<p>ANY OTHER BUSINESS</p> <p>Engagement</p> <p>The Board discussed the merit of engaging with officials at Stormont, such as Special Advisers (SpAds) and the proposed format and frequency of such meetings. It was agreed that letters of invitation from the Chair would be prepared to issue to the TEO Permanent Secretary and the First Minister and deputy First Minister to follow-up on matters raised in the respective previous meetings with these parties.</p> <p>AP4 - Chair to send letters of invitations to meet with the i) TEO Permanent Secretary and ii) First Minister and deputy First Minister.</p> <p>AP5 – Further consideration to be given on potential engagement with SPADs.</p>	<p>Chair/ DoF&CS</p> <p>Chair/CEX</p>

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	<p>Website The Board highlighted that the messaging on the website was not commensurate with the current restricted remit under which MLKDC operates and that the wording should be changed to reflect that status.</p> <p>AP6 - Review and update website messaging.</p> <p>Co-Opting Process (DF) asked that the matter of co-opting onto the Board be revisited.</p> <p>AP7 – Revisit co-opting process.</p> <p>Board Standing Orders (PH) updated the Board on the forward work plan through to year end. The timing of the annual evaluation was discussed. The plan will be incorporated into Board Standing Orders (BSOs).</p> <p>AP8 – Update Board forward work plan and incorporate into BSOs.</p>	<p>DoF&CS</p> <p>CEx/DoF&CS</p> <p>DoF&CS/ CSO</p>
93.11	<p>Date of Next Meeting: 20 March 2026</p>	

The meeting closed at 15:00