



Pride in Place Layton & Grange Park

Executive Board Meeting Minutes

Date: 8 September 2026

Meeting: Executive Board

Format: Online

Present:

Sarah - Chair

Mike Coole - Vice Chair (Communities)

Luke Hollowell - Vice Chair (Young People)

Chris Webb MP

Jess Jones - Executive Board Member

Apologies:

Lorraine

1. Website, communications and brand support

The Executive considered the proposal from We Manage Web for ongoing website, brand and communications support. The proposal would include continued management and updating of the Pride in Place website, publication of meeting minutes and programme information, development of the next phase of the website, integration of social media content and interactive engagement tools, and support with branded materials and templates. It was noted that having ongoing support would reduce reliance on the Chair for routine website administration and provide greater consistency across Pride in Place communications.

Decision:

The Executive Board unanimously agreed to proceed with the proposed 12-month package (Version 3).

Action: Sarah to confirm the decision with We Manage Web and progress arrangements.

2. Executive Board Terms of Reference

The Chair advised that a separate set of Executive Board Terms of Reference was being developed following feedback that the role, responsibilities and delegated authority of the Executive should be more clearly documented. The Executive noted that its establishment and delegated role had previously been agreed by the full Neighbourhood Board.

Action: Sarah to finalise and circulate the Executive Board Terms of Reference and arrange publication once agreed.

3. Community Voices Fund

An update was provided on the Community Voices Fund. The Community Voices tracking document has been updated to show projects which have progressed to funding, enabling communications and engagement activity to begin with successful organisations. A small

number of matters remained outstanding with the Accountable Body and were being followed up. The Executive discussed the importance of maintaining contact with funded projects, both to monitor delivery and to capture stories, community insight and content as projects progress.

Action: Luke to begin contacting funded organisations to support communications, project updates and community engagement.

4. Pride in Place email accounts

The Executive discussed dedicated Pride in Place email addresses for the Vice Chairs. It was agreed that separate addresses should be created for the Young People Vice Chair and Community Vice Chair roles.

Action: Chris to arrange creation of the email accounts and provide access details to Luke and Mike.

5. Accountable Body relationship

The Chair updated the Executive on ongoing discussions with Blackpool Council regarding the Accountable Body arrangements.

Concerns were noted regarding:

- clarity over roles and points of contact;
- delays in responses and decision-making;
- visibility of expenditure and payments;
- progress of previously agreed activity; and
- the need for clearer arrangements between the Board and Accountable Body.

The Executive discussed the benefit of having a clear principal Council contact for Pride in Place, with internal coordination undertaken by the Council rather than the Board needing to navigate several different contacts. A meeting with Blackpool Council is being arranged, with Sarah and Mike attending on behalf of the Board. The involvement of MHCLG in supporting discussions was also welcomed. The Executive reaffirmed its view that stronger financial oversight within the Board would be beneficial and noted that the proposed Treasurer role would form part of wider discussions with the Accountable Body and the incoming Section 151 Officer.

Actions:

Sarah and Mike to raise the issues discussed at the forthcoming meeting with Blackpool Council.

Chris to raise relevant concerns through his discussions with Council leadership.

Sarah to continue discussions with MHCLG regarding the Accountable Body relationship.

6. Programme Manager recruitment

The Programme Manager recruitment campaign has now closed.

Shortlisting is scheduled for 10 September 2026, with applicants being assessed against the agreed shortlisting matrix. It was agreed that all applicants should be scored consistently against the published criteria and that completed assessments should be retained by

Citizens Advice Blackpool as the employing organisation. Chris confirmed that he would provide his assessment in advance as he was unable to attend the shortlisting meeting. Interviews are expected to take place on 25 September 2026 at Citizens Advice Blackpool, subject to final confirmation.

7. Community engagement

The Executive discussed upcoming engagement activity across Layton and Grange Park.

Activity currently being developed includes:

- Bacon Butty and a Brew engagement;
- further community pop-ups;
- discussions with Layton Institute about an informal Pie and a Pint style engagement event;
- possible additional activity/events at the Institute; and
- further engagement with local organisations and community partners.

The Chair also confirmed upcoming discussions with local partners, including schools and community organisations.

8. Community Maps

Luke provided an update on the Community Maps engagement activity. Maps have now been distributed to the majority of agreed community locations, with remaining school locations still to be completed. Additional stickers are required for some sites. An explanatory video has also been produced to help residents understand how to take part in the activity.

A simple information poster will be developed to sit alongside the maps. The Executive discussed encouraging host organisations to actively promote the maps and capture photographs and engagement as they develop.

Actions:

Luke to continue supporting map locations and develop the accompanying information poster.

Chris to support with additional sticker supplies.

Sarah to support delivery of remaining materials to school/community locations where possible.

9. Any other business

The Executive noted that the next full Neighbourhood Board meeting would provide an opportunity to update members on progress across engagement, Community Voices, recruitment and the Accountable Body relationship.

Meeting closed.