

Full Neighbourhood Board | Minutes

Thursday 15 October 2026 • Online meeting

Status: Draft for review and confirmation by the Full Neighbourhood Board.

Meeting details

Chair	Members and attendees
Sarah Lindsay	Chris Webb MP; Luke Hollowell (Vice Chair); Danielle Spencer (The Boathouse Youth); Kath Benson; Adrian Hoyle; Kate Aldrige; Sarah McCarten, Jessica Jones

1. Welcome and purpose

The Chair welcomed attendees and explained that the main focus was to review the Board's governance documents and financial position, address outstanding arrangements and ensure appropriate information could be published on the Pride in Place website ahead of the MHCLG midpoint monitoring return. Members were encouraged to comment on the documents, which will apply to all Board members.

2. Financial update

Kate Aldrige presented a summary of Year 0 and Year 1 commitments and expenditure. A detailed financial report was circulated by email during the meeting and will accompany the minutes. The figures below were presented as indicative positions, with approved commitments distinguished from potential pipeline spend.

Funding area	Position presented
Year 0 capacity funding	Approximately £71,000 committed. This includes the £60,000 proposed Empowerment engagement work, subject to completion of the direct-award process, and smaller Board establishment costs.
Year 1 revenue	Approximately £178,000–£179,000 committed, including Community Voices, engagement activity, delivery staffing, programme management, communications and other agreed running costs.
Community Voices Fund	£100,000 provided for in commitments; approximately £72,500 had been paid out at the time of the report.
Year 1 capital	Included the Envenco-branded vehicle arrangement and Boundary Park fencing/groundworks. Benches, bins and Layton Library garden access doors were described as pipeline ideas, not approved expenditure.

The report also covers multi-year commitments, including staffing and the three-year Envenco arrangement, and assumptions about future cost increases. A separate request relating to remuneration for additional Chair duties was awaiting independent panel consideration; no outcome was reported.

2.1 Questions and clarifications

- The Freezer Club allocation for the current year is £7,500, committed but not yet paid; the report displayed £7,000 in one place and should be corrected. Payment is expected following the relevant invoice. The previous year's provision was funded through a separate food-related allocation.
- Chris Webb asked that interest earned on any Pride in Place funds held by the Council be identified and returned to the programme where applicable. Kate will refer the matter to the Council's Section 151 Officer, Steve. The amount, if any, has not been confirmed.
- Members welcomed the financial report's format. Kate proposed quarterly reports showing changes in commitments and expenditure over time, subject to discussion with Steve.
- An asset register was recommended for goods and equipment bought using programme funds. This would be maintained through the programme management arrangements.

2.2 Layton Library and other potential expenditure

The proposal to install doors giving direct access from Layton Library to its garden remained at an early stage. No formal proposal or cost estimates had been received. Chris offered to contact the relevant library-service contact to help move discussions forward. Members noted that any future allocation would require an appropriate proposal and assessment.

Other possible engagement opportunities, including activity linked to the opening of a community facility, were mentioned. Any additional funding request would need to return through the proper Board process.

3. Governance documents

Sarah McCarten introduced revised governance documents and highlighted amendments. The documents had been circulated in advance, although some members experienced access difficulties. Updated copies will be emailed to all members for review.

3.1 Board Member Agreement and length of appointment

Members discussed the initial term of appointment. There was broad support for a three-year term, with the possibility of extension, rather than annual reappointment. This was an in-principle position pending circulation of the revised wording, written feedback and final adoption of the documents.

The agreement also addresses member responsibilities, collective decision-making, confidentiality and expected conduct. The initial assessment presented was that the normal Board role would not constitute regulated activity, but Sarah McCarten suggested exploring a proportionate safeguarding self-disclosure at recruitment, potentially using an established NSPCC template.

3.2 Allowances, Code of Conduct and interests

- Allowances and subsistence: proposed inclusion of dependent-care expenses to help remove barriers to participating on the Board. The revised scheme was subject to consideration by the relevant remuneration panel.
- Code of Conduct: proposed additions on supporting community involvement, data protection and not presenting personal views as those of the Board without authorisation.
- Declarations of interest: the draft includes disclosure of gifts or hospitality valued at £25 or more, including whether offered items were accepted or declined. Publication of appropriate declarations on the website was discussed, with consideration for personal and sensitive information.

3.3 Review and publication timetable

Members were asked to review the updated suite of documents and return comments by Friday 23 October 2026. The intention was to publish the appropriate governance documents on the website ahead of the MHCLG midpoint return on 29 October. Luke agreed to support coordination with the website provider during the Chair's absence.

Governance documents remain subject to any feedback, required approvals and formal adoption. No blanket approval of every document was recorded at this meeting.

4. Programme and project updates

4.1 Empowerment

Kate advised that Council procurement was satisfied that the proposed Empowerment engagement work could proceed via a direct-award route. Some information was still required for the data protection impact assessment (DPIA) and completion of the remaining formalities. The Board's earlier preference for Empowerment had already been recorded; no new funding decision was taken at this meeting.

4.2 Four-Year Investment Plan and MHCLG returns

The Chair reported that a first draft of the Four-Year Investment Plan had been prepared and shared with Council colleagues, with feedback also received from Mike and Mark. The draft would be developed further and circulated to Board members for discussion; it was not presented for approval at this meeting.

Two separate deadlines were noted: the MHCLG midpoint monitoring return by 29 October 2026, and submission of the 10-Year Vision and Four-Year Investment Plan by 30 November 2026.

4.3 Programme capacity, Envenco and membership

The new Programme Manager was due to commence shortly. The Chair and Luke planned to meet Envenco's John on 16 October to discuss practical working arrangements, the branded vehicle and staffing. Recruitment of additional resident Board members was also progressing, with updated advertisements and role expectations being prepared.

5. Engagement and community updates

5.1 Layton Together event

The planned Layton community event had been affected by poor weather and scaled-down activity took place at an alternative location. The Chair expressed support for the remaining funding benefiting community activity rather than simply being returned. Kate confirmed the need for a clear record of expenditure already incurred, unspent funds and how any remaining amount would be used, with the Layton Together partnership comfortable with the revised arrangements. Possible Christmas and spring activities were discussed.

5.2 Kingscote Park

Kath Benson reported an informal engagement activity with Friends of Kingscote Park scheduled for 16 October, involving surveys and conversations with park users about potential improvements, including the play area and multi-use games area. Luke indicated he would attend. Findings should be brought into the ongoing evidence base.

5.3 Community Voices and House of Wingz

Luke reported ongoing communications activity with Community Voices-funded groups, including interviews being edited for social media. House of Wingz had encountered difficulties locating a suitable wall for its proposed Grange Park mural and delays caused by weather. Possible leads included Blackpool Coastal Housing and a wall at The Boathouse Youth. Any option would need the relevant property owner's permission and to meet the project requirements.

5.4 Community connections and events

Potential additional connections included local early-years and family-hub services, and further resident representation on the Board. Adrian highlighted a community Christmas tree switch-on planned for 1 December at 4pm and a provisional community gala/event the following spring; details and opportunities for Pride in Place involvement were to be confirmed.

5.5 Wider funding and programme guidance

Chris Webb shared an informal update on discussions with ministers about possible changes to future Pride in Place programme arrangements and flexibility in spending guidance. These possibilities were explicitly described as unconfirmed and subject to change. Chris offered to provide a further update when additional information became available.

6. Summary of positions reached

- Broad support was expressed for three-year Board Member appointments with scope for extension, subject to final wording and formal adoption.
- The Board welcomed the financial report format and supported developing regular quarterly reporting.
- The Council would progress outstanding DPIA information and direct-award formalities for Empowerment; the funding arrangement was not described as fully completed.
- Members were invited to comment on the governance documents by 23 October before publication of approved documents.
- The Four-Year Investment Plan remained a working draft. Neither the plan nor the proposed pipeline projects were approved at this meeting.

7. Action log

Owners and target dates below reflect the discussion; where no firm date was agreed, a practical follow-up point is shown for confirmation.

Ref	Action	Lead	When
01	Circulate the detailed financial report and invite comments on its format and content.	Kate Aldrige	Following meeting
02	Correct the Freezer Club commitment shown in the report to £7,500 and progress the payment when properly invoiced.	Kate Aldrige / finance	Before payment
03	Clarify how interest on Council-held Pride in Place funds is identified and reported, with the Section 151 Officer.	Kate Aldrige / Steve	Next finance update

Ref	Action	Lead	When
04	Agree the format and timing of quarterly financial reports, including movement since the previous report.	Kate Aldrige / Steve	Next reporting cycle
05	Establish an asset register for programme-funded equipment and other relevant assets.	Programme Manager / Council	As arrangements develop
06	Follow up with the library service on a proposal and cost estimates for the Layton Library garden doors.	Chris Webb	Before future Board decision
07	Document actual spending and proposed use of the remaining Layton Together event allocation, with partnership agreement.	Kate Aldrige / Layton Together	Before further use
08	Email revised governance documents to all Board members, highlighting changes.	Sarah McCarten	16 October
09	Review draft governance documents and provide any comments or requested amendments.	All Board members	23 October
10	Explore proportionate safeguarding self-disclosure for incoming Board members.	Sarah McCarten	With final member agreement
11	Confirm the outcome of the allowances/dependent-care proposal following panel consideration.	Sarah McCarten / Council	After panel review
12	Coordinate publication of approved governance documents on the Pride in Place website.	Luke Hollowell / website provider	Before 29 October
13	Complete outstanding DPIA and direct-award paperwork for Empowerment and confirm when delivery can begin.	Kate Aldrige / Council	As soon as practicable
14	Revise the Four-Year Investment Plan draft and circulate it for Board feedback.	Sarah Lindsay / programme team	Before plan approval
15	Prepare and submit the MHCLG midpoint monitoring return.	Sarah Lindsay / Council	29 October
16	Meet Enveco to confirm vehicle, staffing and operational coordination; share key outcomes.	Sarah Lindsay / Luke Hollowell	16 October / follow-up
17	Progress resident Board recruitment and opportunities to strengthen early-years representation.	Sarah Lindsay / programme team	Next Board update
18	Feed back findings from the Kingscote Park resident engagement activity.	Kath Benson / Luke Hollowell	Next engagement update
19	Explore appropriate wall locations and permissions for the House of Wingz mural.	Luke Hollowell / partners	Next programme update
20	Share confirmed information on any new funding opportunities or national guidance when available.	Chris Webb	When confirmed
21	Share Christmas and provisional spring event details for the Board's engagement calendar.	Adrian Hoyle	Next Board update

8. Dates and upcoming milestones

Date	Milestone
16 October 2026	Enveco meeting and Kingscote Park engagement activity.
23 October 2026	Deadline for Board feedback on revised governance documents.
29 October 2026	MHCLG midpoint monitoring return due; aim to have agreed governance documents published.
30 November 2026	Target deadline for 10-Year Vision and Four-Year Investment Plan submission.
1 December 2026	Community Christmas tree switch-on mentioned by Adrian, 4pm (details to be confirmed).