Ribbleton Pride in Place Neighbourhood Board

Inaugural Board Meeting Minutes
Date: 4 September
Location: The Atrium, Miller Road, Ribbleton
Attendees: Cheryl Taylor, Sian Coulton, Jenni Kelly, John Ekins, Mark Hendrick, Mark Tierney, Naeem Badat, Sultan Mukhtar, Joey Afrin-Black, Jeanette Smalley, Pat Varty, Andie Hogan, Geoff Tyson, Lesley-Ann Stickley
Minutes Taken By: Estelle Warhurst & Sazida Desai (interim secretariat support)

1. Welcome and Introductions

- Chair welcomed members and thanked them for participating.
- Members introduced themselves and outlined their backgrounds and connection to Ribbleton.
- Board noted the breadth of skills and agreed community-led decision making would be central.

2. Programme Update

- Board recruitment completed within required timescales.
- Initial submissions to the Ministry completed and approved which releases an additional £138,000.
- Board is on track against programme milestones.
- 10-Year Vision Plan due by end of November 2026.
- Phase 2 planning process simplified by the Ministry.

Funding and Accountable Body Update

- £150,000 capacity funding currently held by Preston City Council.
- Board retains responsibility for spending decisions.
- Council acts as Accountable Body and provides financial governance.
- Options being explored to improve access to funds.

3. Governance Framework

Terms of Reference Document

Alterations required as follows:

- Add a 12-month operational plan.
- Council representatives may attend as observers to part of the Board meeting, with no voting rights.

- Membership wording to be made more flexible and aligned with guidance.
- No decision as to whether a Vice-Chair is required at the moment – to revisit
- Initial two-year terms of office subject to review.
- Decision log to be introduced.
- Secretarial support to be provided in the interim by MPs office. To be revisited

Code of Conduct and Conflict of Interest Documents

- Agreed

4. Vision for Ribbleton

- An online resource to be set up for the sharing of ideas
- Topic to be brought back at next meeting for further discussion

5. Community Engagement and Survey Findings

- Survey priorities included public transport, regeneration and local facilities.
- Surveying software to be upgraded for ease of extraction
- Younger people underrepresented in survey responses.
- Further engagement through schools, youth groups and paper surveys supported.
- Confirmation that Board can use other organisations findings

6. MHCLG

- On track with scheme schedule
- Positive meetings with Department representatives

7. Working Groups

- 10-Year Plan Working Group, Community Engagement Working Group, and Governance and Board Development Working Group all agreed and members will volunteer for their group of choice.

8. Working with Accountable Body

- Need for a Service Level Agreement
- PCC to be contacted to put in place an imprest account for Board
- MH will contact PCC CEO to ask for information on monies in their care

9. AOB, Next Steps and Date of Next Meeting

Communications

- Consider rotating meeting venues around Ribbleton.

- Develop social media presence.
- Explore community meet-and-greet events.

Quick Wins and Grant Funding
- Discussed micro-grants and quick-win projects.
- Potential use of local organisations to administer grants.
- Need for transparent application and monitoring processes.

Actions Agreed
- Update Terms of Reference
- Develop decision log template
- Establish meeting poll via WhatsApp
- Shared drive/online system to be set up for sharing of ideas
- Survey software to be upgraded to ensure ease of information extraction
- Invite Board Members to volunteer to join working groups
- Service level agreement needed for PCC
- PCC to be contacted to set up imprest account
- MH to contact PCC CEO re monies held
- Review survey methodology and youth engagement

Date of Next Meeting
Friday 2nd October 2026, 5pm – 7pm