Skegness Pride in Place Neighbourhood Board

Tuesday, 06 October 2026 at 2.00pm

Venue: Online via Microsoft Teams

Please attend the above meeting at the stated time, date, and location to discuss the items listed on the agenda.

AGENDA

1 Welcome and Introductions

2 Apologies for Absence

3 Declarations of Interest

4 Minutes of the Skegness Neighbourhood Board Meeting held on Tuesday, 01 September 2026 ***(Enc)***.

5 Terms of Reference Update, presented by JB

6 Pride in Place Programme Update, presented by JB

(a) East Coast Pride Community Engagement Activity
(b) Street Scene Operatives Report
(c) Community Grant Scheme Update
(d) Call for Projects Update

7 Community Sub-Group, verbal update by MG

8 Any Other Business

(a) Action Tracker
(b) Local Government Reorganisation
(c) Chair's Summit
(d) MHCLG Visit & Monitoring Return

9 Date of Next Meeting – Tuesday, 03 November 2026 at 2.00pm via Microsoft Teams

Agenda Item 4

<u>DRAFT</u> Minutes of the Skegness Neighbourhood Board Meeting

Held on Tuesday, 01 September 2026 at 2.00pm

Venue: In-person at Tower Gardens Pavillion, 111 Lumley Road,

Skegness, PE25 3LZ

Please note that minutes shall remain in draft until approved by the Board at the next Board meeting.

Present:

Board Members:
Paul McCooey, Duncan & Toplis (Chair)
Chris Baron – Former Director of Butlins (Theme Lead: Visitor Economy)
Cllr. Adrian Findley – Skegness Town Council (Theme Lead: Town Centre)
Cllr. Danny Brookes – Lincolnshire County Council (Theme Lead: Physical Infrastructure)
Jacqui Bunce – NHS Integrated Care Board (Theme Lead: Health & Wellbeing)
Katie Chapman – Active Lincolnshire (Theme Lead: Health and Wellbeing)
Sophie Harris – Micronclean (Theme Lead: Work & Productivity)
Tracy Stringfellow – Heritage Trust of Lincolnshire (Theme Lead: Heritage)

Advisors & Programme Support:
Bonnie Mitchell – ELDC
Jon Burgess – East Lindsey District Council (ELDC)
Michelle Gant – The Engaging People Company
Saskia Zablockyj – ELDC

Observers:
Kate Ford – Skegness Town Council
Steve Larner – Skegness Town Council

Apologies:
Brad Johnson – East Coast Pride (Theme Lead: Community)
Claire Foster – Kwello Ltd (Theme Lead: Education & Skills)
Cllr Steve Kirk – East Lindsey District Council (Portfolio Holder for Coastal Economy)
Dr Batul Dungarwalla – CVS Lincolnshire (Theme Lead: Community/Voluntary Sector)
James Brindle – Magna Vitae (Theme Lead: Culture)
Maria Cotton – ELDC
Pranali Parikh – ELDC
Richard Tice – MP for Boston & Skegness

Summary of Minutes

The Board reviewed progress on the Skegness Pride in Place Programme, including the provisionally awarded Tower Gardens path renewal and Masterplan projects, the Community Grant Scheme and community engagement activity. The Board supported the provisional appointment of the independent grant-making organisation to administer the Community Grant Scheme and agreed that Members wishing to join the grant scoring and assessment panel should notify officers ahead of the next meeting. Members also noted progress in establishing the Community Sub-Group, the forthcoming East Coast Pride engagement activity, and the updated actions arising from the meeting.

1 Welcome and Introductions

The Chair welcomed Members to the meeting and confirmed that the meeting was quorate.

2 Apologies for Absence

Apologies were received from Brad Johnson – East Coast Pride, Claire Foster – Kwello Ltd, Cllr Steve Kirk – East Lindsey District Council, Dr Batul Dungarwalla – CVS Lincolnshire, James Brindle – Magna Vitae, Maria Cotton – ELDC, Pranali Parikh – ELDC and Richard Tice – MP for Boston & Skegness.

3 Declarations of Interest

Cllr. Adrian Findley – Skegness Town Council, Cllr. Danny Brookes – Lincolnshire County Council, Kate Ford – Skegness Town Council and Steve Larner – Skegness Town Council declared interests in the Town Council related projects. No further declarations were received.

4 Minutes of Previous Meeting

The minutes of the previous meeting held on 04 August 2026 were approved as an accurate record. There were no additional matters arising.

5 Call for Projects Update

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

6 Community Grant Scheme Update

Bonnie Mitchell provided the Board with an update on the Community Grant Scheme. Members welcomed the progress made in developing the scheme, including the procurement of an independent grant-making organisation to administer it. Members raised questions regarding how demand would be managed if take-up was lower than anticipated. Officers advised that the scheme would operate until March 2028, which would help to mitigate any issues arising from lower demand and provide flexibility to extend delivery should demand be high. It was confirmed that the application process would be accessible and that support would be available to applicants wishing to apply.

The Board supported the provisional appointment of the grant-making organisation. It was agreed that any Members interested in joining the grant scoring and assessment panel should notify officers ahead of the next Board meeting, to enable consideration of appointments. Given the community-focused nature of the scheme, it was considered that the role may be particularly suitable for a community theme lead. It was noted that panel members would receive appropriate training, and that the frequency of panel meetings would be confirmed in due course. Jacqui Bunce recommended that a Member residing in Skegness should be included on the panel.

7 Any Other Business

East Coast Pride event – Saturday, 12 September 2026

Members were advised that the East Coast Pride event would shortly be taking place and that officers would be attending to promote the Community Sub-Group and Pride in Place Programme. A stall would be dedicated to Skegness Pride in Place and materials would be handed to members of the public at the high-profile event.

A verbal update was also provided by officers that all five project sponsors had now received Heads of Terms documents and due diligence checks were satisfactory and complete, with the East Coast Pride project entering into a signed Grant Agreement, with payment of year one grant award also complete.

Community Sub-Group Meeting

The Chair provided a verbal update on progress to establish a Community Sub-Group to strengthen community participation and awareness of the Skegness Pride in Place Programme reminding Members to share contact details for community group leaders who could be invited to the Community Sub-Group. It was requested that Saskia Zablockyj circulate the contact template to Members.

It was confirmed that the initial Community Sub-Group meeting would take place on 15 September 2026, from 2.00pm to 4.00pm, at the Storehouse in Skegness.

Officers advised that Lincolnshire CVS had volunteered an asset mapping service to assist with reaching community groups. This was welcomed by the Board. Michelle Gant advised that promotional materials for engagement were in development and would be ready for the East Coast Pride event. Members requested that a copy be shared with the Board. The Chair advised Members that they could also request updates directly from officers on any areas they wish to be more involved in.

Actions Tracker

Members reviewed the action tracker and noted the progress made against outstanding actions. It was confirmed that the Street Scene Operatives' uniforms had been delivered and were in use. It was noted that the Community Grant Scheme specification had been developed and that procurement had been completed.

The initial Community Sub-Group meeting had been arranged with relevant community representatives to be invited, and members would share contacts following the circulation of a template by officers. Promotional material for engagement was in development, and a copy would be circulated to Members for awareness. A Press release relating to the grant awards would be issued shortly, and meetings are scheduled with recipients to further promote the projects and Pride in Place Programme.

8 Date of Next Meeting

The next meeting will be held on Tuesday, 06 October 2026 at 2.00pm, online via Microsoft Teams.

The meeting concluded at 3.39pm.

ACTIONS TRACKER

BOARD MEETING	ACTION	STATUS	RESPONSIBLE
02.06.2026	Street Scene operatives branded uniforms	Complete	BM/AF
03.07.2026	Develop community grant scheme specification (complete) and initiate procurement	Complete	BM
04.08.2026	Arrange initial Community Sub-Group meeting and invite relevant community representatives	Complete	SZ
04.08.2026	Develop community engagement leaflet / one-page summary	In Progress	MG
04.08.2026	Contact and request community group leaders to register interest in the Community Sub-Group	In Progress	All Board Members
01.09.2026	Circulate contact list to Members for the Community Sub-Group	To Do	SZ
01.09.2026	Circulate community engagement leaflet artwork to members	To Do	SZ

Agenda Item 5

Skegness Neighbourhood Board Meeting

06 October 2026

Terms of Reference Update

1.0 Purpose of Report

1.1 To provide the Skegness Neighbourhood Board with the annual review of its Terms of Reference and seek approval of the proposed updates.

2.0 This paper recommends that the Skegness Neighbourhood Board:

1. Consider and approve the proposed amendments to the Terms of Reference, and adopt the revised Terms of Reference, as provided at Appendix A of this report.

3.0 Terms of Reference

3.1 In line with government guidance, the Skegness Neighbourhood Board are required to review its terms on an annual basis. The current Terms of Reference (ToR) was adopted on 26 September 2025.

3.2 Minor grammatical and punctuational changes have been made to the current ToR to ensure the document is legible and clear.

3.3 Further proposed minor updates include changes in line with government updates such as the programme name, membership and website links to the latest guidance.

3.4 A detailed review of the Terms of Reference has been undertaken across all sections of the document. Proposed amendments are outlined below for Board Member consideration.

4.0 Constitution, Roles and Responsibilities, and Membership

4.1 The proposed changes update the Constitution, Roles and Responsibilities, and Membership at sections one to three, to reflect current programme and governance requirements.

4.2 The Terms of Reference will now be adopted at a quorate meeting with the adoption date updated for 2026; references have been amended from the Plan for Neighbourhoods to the Pride in Place Programme, with East Lindsey District Council clearly identified as the Accountable Body responsible for funding oversight, compliance and support to the Board.

4.3 Membership provisions have also been revised to align with government guidance, including limiting elected official representation, removing some fixed membership requirements, clarifying how wider membership is appointed, introducing attendance-based removal provisions, and confirming sub-groups as advisory.

5.0 Attendance at Meetings

5.1 This section has been revised to clarify attendance arrangements for formal and informal meetings. Formal Board meetings remain private for decision-making, but key partners, stakeholders, representatives or observers may attend with advance approval from the Chair.

5.2 A new requirement has been added for Board Members to submit apologies to the Chair and Secretary at least two working days before a meeting if they cannot attend. The role of observers at informal meetings has also been clarified: they may speak with the Chair's prior permission but are not entitled to vote.

6.0 Notice of Meetings, Quorum and Declaration of Interest

6.1 The proposed changes to the Notice of Meetings, Quorum and Declaration of Interest at sections five to seven strengthen procedural clarity and governance arrangements. Meeting agendas and papers must now be approved by the Chair and circulated five working days in advance, with relevant agendas, reports and minutes published on the Board's website within ten working days, subject to confidentiality or redaction.

6.2 The quorum requirement remains five Board Members, with wording updated for consistency and the cross-reference corrected to the relevant attendance clause. The Declaration of Interest section has also been amended to clarify that completed declarations will be held by the Accountable Body, with references to the Accountable Body standardised throughout.

7.0 Voting Arrangements

7.1 The Board will recall that at the 2 June 2026 meeting Members voted to no longer accept proxy voting.

7.2 The Voting Arrangements at section 8 has been updated to remove proxy voting. Votes may now only be cast by members attending in person or participating remotely in accordance with the approved meeting arrangements.

7.3 The previous provision allowing proxy votes has been amended to state that proxy votes shall not be given. This strengthens governance by ensuring decisions are made only by members present and able to participate in the discussion.

8.0 Reporting, General Matters and Review

8.1 The proposed changes to the Reporting, General Matters and Review at sections nine to eleven are mainly intended to improve clarity, consistency and transparency. Reporting requirements remain largely unchanged, with minutes still required to be prepared, circulated, approved and published, alongside an annual report on the Board's activities.

8.2 General Matters has been updated to ensure Board Members annually sign the Declaration of Interests and Code of Conduct in the correct order, standardise references to the Accountable Body, observers and government guidance, and clarify that public contact with the Board will be managed by the Board Secretary via details published on the Board website.

8.3 The Review section continues to require the Terms of Reference to be reviewed annually and updated in line with any further government guidance, with East Lindsey District Council supporting the Board by suggesting appropriate amendments.

9.0 Appendices

9.1 The main changes in the body of the Terms of Reference improve how the appendices are referenced, particularly by placing the Declaration of Interests before the Code of Conduct in the annual signing requirement. References have been amended from the Plan for Neighbourhoods to the Pride in Place Programme.

10.0 Recommendation

10.1 The proposed revisions to the Skegness Neighbourhood Board Terms of Reference update the document to reflect the Pride in Place Programme, clarify the role of East Lindsey District Council as Accountable Body, strengthen membership, attendance, meeting notice and voting arrangements, and improve transparency, public contact and governance provisions. The Board is requested to approve and adopt the revised Terms of Reference.

Skegness Neighbourhood Board Meeting

06 October 2026

Pride in Place Programme Update

1.0 Purpose of Report

1.1 To provide the Skegness Neighbourhood Board with a progress update on Pride in Place Programme activities.

2.0 This paper recommends that the Skegness Neighbourhood Board:

1. Note the Community Engagement update at Section 3 of this report.
2. Note the Street Scene Operative pilot scheme update at Section 4, and the report provided at Appendix B.
3. Consider and approve the;
   a. Community Grant Funding Guidelines provided at Appendix C, and as detailed at 5.5 of this report.
   b. Appointment of a Board Member(s) to the Community Grant assessment panel, as at 5.5 of this report.
4. Note the Call for Projects update provided at Section 6 of this report.

3.0 East Coast Pride Event Community Engagement Activity

3.1 Programme Officers attended the East Coast Pride event on Saturday, 12 September to promote the Pride in Place Programme and the role of the Community Sub-Group. A dedicated Pride in Place stall provided an opportunity to engage directly with residents and community organisations, with promotional materials distributed, including information on how local groups can participate in the programme.

3.2 The Chair addressed attendees from the stage, raising awareness of the programme and its objectives. Pride in Place branding was prominently displayed throughout the event, supporting clear visibility and recognition of the programme.

4.0 Street Scene Operatives Report

4.1 The Street Scene pilot initiative has been in delivery since February 2026, with two dedicated operatives appointed on a 12-month basis to undertake greening activity street cleansing within the investment boundary.

4.2 Continued promotion of the activity has taken place to promote the benefits of the scheme on social media.

4.3 A progress report detailing recent outputs and visuals of work undertaken is enclosed at Appendix B for Board reference. The Board is asked to note the progress to date.

5.0 Community Grant Scheme Update

5.1 In August 2026, the contract to deliver the Community Grant Scheme was awarded to Lincolnshire Community Foundation, an independent grant-making organisation.

5.2 [redacted] The Community Grant Scheme application process will be simple and proportionate with appropriate safeguarding and payment arrangements. [redacted]

5.3 [redacted]

5.4 Serving on the panel will involve reviewing and scoring eligible submissions against the approved scheme criteria. [redacted]

5.5 [redacted]

5.6 It is proposed that the Board consider and approve the draft Community Grant Funding Guidelines. [redacted]

6.0 Call for Projects Update

6.1 The Board will be aware from previous meetings that the Accountable Body has completed compliance, governance and due diligence assessments for all five provisionally awarded projects, with satisfactory outcomes recorded in each

case. The project-specific pre-grant conditions previously approved by the Board have been incorporated into the relevant Heads of Terms and Grant Agreements, providing a clear control framework for progression into delivery.

6.2 The East Coast Pride project has progressed into its delivery phase following execution of the Grant Agreement and completion of the Year 1 grant payment. The Beach Ability and Lincs Digital projects have each entered into signed Heads of Terms, with their Grant Agreements being progressed. The Tower Gardens Path Renewal and Tower Gardens Masterplan projects continue through the Heads of Terms stage. Programme Officers maintain oversight of these workstreams to support timely completion of the remaining pre-delivery requirements and manage interdependencies across the project portfolio.

6.3 Each project sponsor has attended a briefing with The Engaging People Company on the marketing and communications requirements of the Skegness Pride in Place Programme. Sponsors have subsequently received the approved branding and communications guidance, together with the relevant logo assets, to support consistent programme identity and compliance across all project-level communications. A press release and supporting social media content have been published to announce the funding awards and raise awareness of the five projects. Further coordinated promotional activity is scheduled to maintain programme visibility as delivery progresses.

6.4 Overall programme mobilisation continues across the five-project portfolio. Programme Officers monitor progress against agreed pre-grant conditions, contractual milestones and delivery dependencies. A further report will be presented to the Board in due course, setting out progress against delivery milestones, expenditure, outputs, emerging risks and planned mitigations. Monitoring of the projects will be reported to MHCLG in the October 2026 monitoring return.

Agenda Item 7

Skegness Neighbourhood Board Meeting

06 October 2026

Community Sub-Group Update

1.0 Purpose of Report

1.1 To provide the Skegness Neighbourhood Board with an update on Community Sub-Group activities.

2.0 This paper recommends that the Skegness Neighbourhood Board:

1. Note the Community engagement working group update at Section 3, and as provided at Appendix D of this report.

3.0 Community Sub-Group

3.1 Members will recall at the 27 August 2026 meeting the Chair provided a verbal update on progress relating to a community engagement working group. Members and community group leaders were invited to attend an inaugural Community Sub-Group meeting, in-person at the Storehouse in Skegness on 15 September 2026 to strengthen community participation and awareness of the Skegness Pride in Place Programme.

3.2 The meeting was well attended with 27 attendees from a wide range of organisations and groups. The Chair of the Skegness Neighbourhood Board welcomed attendees and addressed the group.

3.3 The purpose of the Community Sub-Group, rules of engagement, wider community reach mapping, need and opportunities, community engagement forward planning, missing insights and next steps were collaboratively discussed, as detailed in the agenda provided at Appendix D.

3.4 It was agreed that Michelle Gant would provide an action plan ahead of the next meeting. Meetings were agreed to take place every two months in-person with Officers to coordinate the next meeting.

3.5 Lincolnshire CVS subsequently provided an asset mapping service to assist with reaching community groups and a community group contact database has been established by Officers. The asset mapping identified approximately 80

community groups and has created a robust foundation for expanding programme reach to the wider community of Skegness.

APPENDICES

Appendix A – Revised Terms of Reference

Appendix B – Street Scene Operatives Report

Appendix C – Community Grant Scheme Fund Guidelines

Appendix D – Community Sub-Group Workshop Agenda

Appendix A – Revised Terms of Reference

SKEGNESS NEIGHBOURHOOD BOARD TERMS OF REFERENCE

1. CONSTITUTION

1.1 The Skegness Neighbourhood Board has responsibility for delivering the Plan for Neighborhoods Programme for Skegness as set out in guidance provided by the Ministry of Housing, Communities and Local Government (MHCLG) or its appointed successors in title.

1.2 These revised Terms of Reference (ToR) were adopted at a quorate meeting of the Neighbourhood board on the **[insert date 2026]**.

2. ROLES AND RESPONSIBILITIES

2.1 The Neighbourhood Board operates in line with Central Government guidance and requirements relating to the Pride in Place Programme.

2.2 The Board is not a separate legal entity at this time. It is not a formally constituted body and shall hold no monies or assets. East Lindsey District Council (ELDC) will remain the Accountable Body for funding.

2.3 The MHCLG guidance may be updated periodically through the life of the programme. Updates will be notified to the Neighbourhood Board, but it is the Neighbourhood Board's responsibility to ensure that they are aware of the latest guidance on the website Pride in Place Programme: Neighbourhood Boards and place boundaries - GOV.UK

2.4 The two components of the Pride in Place Programme are:

- the 10-year Vision and Regeneration Plan, and
- the 4-year investment plan (to be renewed periodically

2.5 The Neighbourhood Board is responsible for developing the Regeneration Plan for Skegness in partnership with East Lindsey District Council, local stakeholders and communities. They should bring together residents, local businesses, grassroots campaigners, workplace representatives, faith, and community leaders and those with a deep connection to their area. In consultation with their community, the board should generate a vision for the future of their area and set out a pathway to deliver that over the course of the 10-year programme (and beyond), considering opportunities to attract and combine new and existing private, public, and

philanthropic funding streams.

2.6 In line with MHCLG Guidance the Neighborhood Board is responsible for co-producing the Regeneration Plan for their place, which constitutes a 10-year vision and 4-year investment plan, and delivering in the interests of local people to improve the physical and social infrastructure of their community. The Board will "*work closely with East Lindsey District Council (and/or equivalent Accountable Body) to agree and set out in their plan the processes and procedures that will be in place to manage the fund and develop and embed an accountability structure that ensures the board can make effective decisions when allocating funding to projects, whilst also allowing the East Lindsey District Council (and/or equivalent Accountable Body) to maintain oversight of financial decisions"*

2.7 East Lindsey District Council will act as the **Accountable Body** for the funds with responsibility for ensuring that public funds are distributed fairly and effectively, and that funds have been managed in line with the Nolan Principles and Managing Public Money Principles. The Accountable Body will also be responsible for compliance with legal responsibilities in relation to subsidy control, state aid and procurement

2.8 East Lindsey District Council will support the Neighbourhood Board to develop and deliver the Plan by:

- providing secretariat support and programme management support as agreed between the Board and East Lindsey District Council
- being a key partner in the delivery of significant and agreed elements of the Plan
- making the necessary submissions and returns to MHCLG on behalf of the Board

2.9 Responsibility for approval of the Plan lies with the Neighbourhood Board. Prior to submission, the Plan must have been reviewed and approved by the Board. The Chief Financial Officer from the East Lindsey District Council acting as Accountable Body, or an individual with responsibility for finance where an alternative governance arrangement is in place, must also review the plan and confirm that funds will be used appropriately and in accordance with the requirements set by MHCLG. There is no requirement for sign-off from elected members.

2.10 The Neighbourhood Board will respect the East Lindsey District Council internal process as Accountable Body for agreement of those elements of the Plan for which East Lindsey District Council is the delivery partner.

2.11 East Lindsey District Council (acting as Accountable Body) will be responsible for:

- Maintaining an effective delivery team, delivery arrangements and agreements.
- Ensuring transparency requirements are met – through publication of information on their website or a Neighbourhood Board specific website (where further reference is made in this guidance to publication on the Accountable Body's website this includes Neighbourhood Board specific websites).
- Undertaking any required Environmental Impact Assessments or Public Sector Equalities Duties.
- Subsidy Control and Public Procurement matters.

3. MEMBERSHIP

3.1 The independent Chair of the Neighbourhood Board shall be appointed by East Lindsey District Council in consultation with the local Member of Parliament (MP) and in line with government guidance.

3.2 Elected representatives, such as MPs or local Councillors including Parish Councillors, must not chair the Neighbourhood Board. Elected Official representation on the Board must be kept to a minimum.

3.3 The Chair shall:

a) Lead the Board in achieving its objectives, maintaining an overview of activity, and championing and supporting partnership working;
b) Provide effective leadership at Board meetings, enabling appropriate debate, consensus and decision making ensuring that decisions are made by the Board in accordance with good governance principles;
c) Approve the agenda and papers (prior to circulation) for meetings of the Neighbourhood Board enabling them to be distributed at least 5 working days before the meeting;
d) Approve the draft minutes of the meeting allowing them to be distributed no more than 10 working days after the meeting;
e) Undertake actions and make decisions outside Board meetings where delegated by the Board;
f) Establish and maintain a collaborative working relationship with East Lindsey District Council;
g) Provide clear direction and support for the Delivery Team to ensure appropriate reporting and actions to enable effective use of Board time and to take forward the Neighbourhood Board agenda;

h) Work with East Lindsey District council to agree appropriate resourcing.

3.4 Board Chairs should be engaged, collaborative and committed to driving the programme forward in line with the wishes of the local community. If a Chair fails to undertake their duties as expected, the Accountable Body has the power to recommend the removal of the Chair, with the agreement of the local MP and subject to approval by MHCLG. Removal of the Neighbourhood Board Chair is a serious governance action that should be guided by the following clear, objective criteria to ensure fairness and transparency:

a) Evidenced failure to abide by the Nolan Principles
b) Sustained poor attendance or lack of participation in board meetings (e.g. absence for 3+ months)
c) Conflict of interest not properly disclosed or managed
d) Persistent failure to promote a culture of community involvement in line with the programme's guiding principles
e) Evidenced failure to provide effective leadership of the Neighbourhood Board;
f) Evidence failure to provide the necessary direction and support to the Delivery Team;
g) Evidenced failure to maintain an appropriate relationship between the Neighbourhood Board and East Lindsey District Council, frustrating the process to agree delivery requirements (where ELDC is the delivery partner) or unlock funding;

3.5 In the case of resignation or removal of the Chair full consideration shall be given to continuity and smooth transition. The Deputy Chair (if appointed) shall assume the role on an interim basis until a new Chair is appointed.

3.6 A Deputy Chair of the Neighbourhood Board may be appointed by the Chair of the Neighbourhood Board.

<u>Other Board Members</u>

3.7 Board Membership shall be established to ensure appropriate and balanced representation, reflecting the broad community of Skegness as well as a balance of skill sets and experience. Board Membership shall reflect, and where necessary be altered to reflect, government guidance relating to the funding streams.

3.8 It is required that the relevant local MP sits on the Neighbourhood Board.

3.9 It is required that Elected Official representation on the Board is kept to a minimum.

3.10 Wider Membership (i.e. excluding Chair, Deputy Chair, MP and Ward Councillor) of the Board will be through appointment by the Chair in consultation with East Lindsey District Council and Members of the Neighbourhood Board and in line with government guidance.

3.11 The period of office of the Neighbourhood Board Members including the Chair and any Deputy shall be for an initial period of 3 years starting from their appointment to the Board following adoption of these Terms of Reference. A Member shall be eligible to be re-appointed at the end of a three-year term.

3.12 A Board Member shall cease to be a member of the Board if he or she;

- Has served a term of at least 3 years;
- Gives written notice of resignation to the Chair;
- Is removed by the Chair in consultation with the Board and East Lindsey District Council on the basis that they are proven to have failed to uphold the Code of Conduct (Nolan Principles);
- Is removed by the Chair in consultation with the Board and East Lindsey District Council on the basis that they are proven to have failed to adequately commit to, support and champion the working of the Neighbourhood Board or brought the Board into disrepute;
- Is removed by the Chair in consultation with the Board and East Lindsey District Council on the basis that they have failed to attend 3 consecutive meetings, or attended less than 51% of meetings in a 12-month period.
- Is removed by the Chair in consultation with the Board and East Lindsey District Council on the basis that his/her background no longer reflects the requirements of the Board (e.g. after transition).

3.13 In the absence of both the Chair and Deputy Chair (if appointed) at a formal meeting of the Board, those present for the meeting of the Board will vote and appoint a Chair for that meeting only.

3.14 The Neighbourhood Board may establish advisory sub-groups to expedite a specific matter that requires focused activity or where a more specialist membership is required. The sub-group will report directly to the Neighbourhood Board. The Neighbourhood Board will set out the sub-group's terms, remit, membership and period of operation.

4 ATTENDANCE AT MEETINGS

4.1 The Board will meet at least once a quarter at a frequency that enables it to

discharge its responsibilities.

4.2 Formal Board meetings will take place in private where all formal decisions of the Board will be taken. With advance notice, key partners or stakeholders may be invited to attend as Observers by the Chair in accordance with clause 4.4. Where a Board Member gives their apologies for a Board meeting, Board members may send a representative to attend in the capacity of an Observer with the advance prior approval of the Chair.

4.3 Board Members will send apologies to the Chair and the Secretary of the Board with a minimum of two working days' notice should they be unable to attend a Board meeting.

4.4 At least one meeting per year shall be open to the Public.

4.5 Informal Board Meetings may take place from time to time. These will be in private and not open to the public. Key partners, stakeholders and external advisors may be invited by the Chair in advance to attend all or part of any meeting, as and when appropriate, in the role of observers. Observers shall be entitled to speak at the meeting with the prior permission of the Chair but shall not be entitled to vote.

4.6 With the prior agreement of the Chair, any Board Member may participate in a meeting by means of a conference telephone or similar communications equipment. Participation in a meeting in this manner shall be deemed to constitute presence in person with vote entitlement and be counting in a quorum.

5 NOTICE OF MEETINGS

5.1 Meetings of the Board shall be called by the secretariat support to the Board at the request of the Chair of the Board. The agenda and papers for meetings shall be approved by the Chair and circulated to Board Members five working days in advance of the meeting.

5.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of the matters to be discussed at the meeting shall be forwarded to each member and any other person required to attend no later than five working days before the date of the meeting. Any supporting reports and/or papers shall be sent to each member of the Board and other attendees (as appropriate) at the same time published on the website, including meeting minutes. Subject to the agreement of the Chair, late papers on urgent matters may be circulated to the Board after the five working days deadline.

5.3 The agenda, and any reports (that are not exempt or redacted under legislative arrangements) shall be published on the Board's website within ten working days of the meeting.

5.4 There will be occasions when the business of the meeting will be subject to confidentiality for reasons of commercial confidentiality or sensitivity, information provided by the government in confidence, information pertaining to individuals or third-party information that is subject to common law duty of confidentiality. This list is not exhaustive. On such occasions, the notice of the meeting will highlight the reason for confidentiality pertaining to a particular agenda item. At the appropriate time of the meeting, in the event there are public present, the Chair will request those members of the public leave the meeting before that item is discussed and voted upon.

6 QUORUM

6.1 A quorum shall be five Board Members present in person or in accordance with clause 4.5.

7 DECLARATION OF INTEREST

7.1 Neighbourhood Board Members are required to follow the Board's Code of Conduct and adhere to the Seven Principles of Public Life, known as the Nolan Principles, as defined by the Committee for Standards in Public Life.

7.2 Neighbourhood Board members must complete a declaration of interest form, which the Accountable Body will then hold.

7.3 Neighbourhood Board members are responsible for declaring their interests before the Neighbourhood Board considers any decisions.

7.4 The Board must inform the Accountable Body (ELDC) who must record:

- actions taken in response to any declared interest.
- any gifts or hospitality given to the Neighbourhood Board or individual members.

8 VOTING ARRANGEMENTS

8.1 Each member of the Board shall have one vote which may be cast on matters considered at the meeting by a show of hands. Votes can only be cast by members attending a meeting of the Board in person, or in accordance with clause 4.5.

8.2 A proxy vote shall not be given by another Board member on behalf of and with the permission of, the absent Board member in accordance's with the Board agreed procedure.

8.3 Decisions will be made on the basis of a majority.

8.4 Where a conflict of interest exists as set out in the Board's Code of Conduct, a Board Member may not vote.

8.5 Save where they have a personal interest, the Chair will have a casting vote. In this context, this refers to whoever is present and discharging the function of the Chair for the purpose of the meeting.

8.6 A resolution in writing, sent electronically to all Board Members entitled to receive notice of a meeting of the Board and signed by a majority of the members shall be valid and effectual as if it had been passed at a meeting of the Board duly convened and held and may consist of several documents in materially the same form each signed by one or more Board Member in the event a Board Meeting may not be convened in a timely manner.

9 REPORTING

9.1 The proceedings and resolutions of meetings of the Board, including the names of those present and in attendance, shall be minuted by the secretary of the Board. Draft minutes of each meeting will be circulated promptly to all Members of the Board.

9.2 Minutes of meetings of the Board shall be approved in draft form by the Chair and disseminated to Board no later than ten working days following the meeting. Minutes shall remain in draft until approval by the Board at the Board's next meeting.

9.3 Draft minutes of the Board shall be published on the Plan for Neighborhoods website within 10 working days of the meeting date with the exception of minutes relating to items deemed confidential.

9.4 The Board shall produce an annual report about its activities.

10 GENERAL MATTERS

10.1 Board Members shall duly sign and return the Board's Declaration of Interests (Appendix 1) and Code of Conduct (Appendix 2) on an annual basis. Board members

are responsible for updating their declarations of interests as they change.

10.2 The Board may be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis.

10.3 The Board will have access to Accountable Body officer resources in order to carry out its duties subject to agreed terms setting out the resourcing and recharging mechanisms.

10.4 The Board shall be entitled to invite relevant third parties to attend any meeting of the Board as Observers and they may be entitled to speak at a meeting of the Board with the prior permission of the Chair but shall not be entitled to vote.

10.5 The Board shall give due consideration to all laws and regulations as appropriate and follow any government guidance issued.

10.6 The Board will, from time to time, consider projects and proposals of a "commercial in confidence" or sensitive nature that will not be for publication under existing legislative provisions (Data Protection and Freedom of Information). All Board Directors and invited third parties will observe the need for confidentiality in this respect.

10.7 The Board will be subject to the privacy legislation contained within Data Protection Act 2018, Freedom of Information Act 2000 and the Environmental Information Regulations 2004. Such requests will be serviced by ELDC in accordance with ELDC policies and procedures.

10.8 Members of the public may wish to contact the Board. Any such contact will be managed by the Board Secretary and contact details will be published on the Board website. The Board Secretary will, where appropriate, engage with the Chair and/or wider Board.

10.9 Any Board member accepting any gift or hospitality as related to their membership of the board should declare this to the Chairperson and Accountable Body within seven days.

10.10 The Accountable Body shall maintain a register of gifts and hospitality received where the value received by any Board Member as related to their membership of the board exceeds £25.

11 Review

11.1 The Government may publish further guidance on the operation and function of relevant funding streams and these Terms of Reference must be reviewed in accordance with any such guidance and updated accordingly.

11.2 The Accountable Body will provide support and suggest appropriate amendments for the Board to adopt.

11.3 The Board may amend these terms of reference at any time providing that amendments are not contrary to the guidance, and they will be reviewed on an annual basis and from time to time as guidance changes.

I accept the Skegness Neighbourhood Board Code of Conduct:

BOARD MEMBER NAME (PLEASE PRINT):

BOARD MEMBER SIGNATURE:

DATE:

Appendices

Appendix 1: Declaration of Interests

Appendix 2: Code of Conduct

Appendix 1: Declaration of Interests

SKEGNESS NEIGHBOURHOOD BOARD REGISTER OF INTERESTS

Each member shall review their individual register of interests before each Board meeting and, where applicable, submit any necessary revisions to the Secretary of the Board at the start of the meeting.

In the absence of a Board meeting taking place, a member must still provide written notification to the Secretary of the Board of that revision within 28 days of becoming aware of any change to the interests specified below.

SECTION 1	ANY EMPLOYMENT, OFFICE, TRADE, PROFESSION OR VOCATION CARRIED ON FOR PROFIT OR GAIN	DECLARATION
1.1	NAME OF: YOUR EMPLOYER ANY BUSINESS CARRIED OUT BY YOU ANY OTHER ROLE IN WHICH YOU RECEIVE RENUMERATION (THIS INCLUDES REMUNERATED ROLES SUCH AS COUNCILLORS)	
1.2	DESCRIPTION OF EMPLOYMENT OR BUSINESS ACTIVITY	
1.3	THE NAME OF ANY FIRM IN WHICH YOU ARE A PARTNER	
1.4	THE NAME OF ANY COMPANY FOR WHICH YOU ARE A REMUNERATED DIRECTOR	

SECTION 2	**CONTRACTS**	**DECLARATION**
2.1	ANY CONTRACT FOR GOODS, WORKS OR SERVICES WHICH HAVE NOT BEEN FULLY DISCHARGED BY ANY ORGANISATION NAMED AT 1.1	
2.2	ANY CONTRACT FOR GOODS, WORKS OR SERVICES ENTERED INTO BY ANY ORGANISATION NAMED AT 1.1 WHERE EITHER PARTY IS LIKELY TO HAVE A COMMERCIAL INTEREST IN THE OUTCOME OF THE BUSINESS BEING DECIDED BY THE SKEGNESS NEIGHBOURHOOD BOARD (SNB) IN THE FORTHCOMING MEETING	
SECTION 3	**LAND OR PROPERTY**	**DECLARATION**
3.1	ANY BENEFICIAL INTEREST YOU OR ANY ORGANISATION LISTED AT 1.1 MAY HAVE IN LAND OR PROPERTY WHICH IS LIKELY TO BE AFFECTED BY A DECISION MADE BY THE NEIGHBOURHOOD BOARD IN THE FORTHCOMING MEETING. THIS WOULD INCLUDE, WITHIN THE AREA OF THE PRIDE IN PLACE INVESTMENT BOUNDARY FOR SKEGNESS, ANY BENEFICIAL INTEREST IN ANY LAND INCLUDING YOUR PLACE(S) OF RESIDENCY. FOR PROPERTY INTERESTS, PLEASE STATE THE FIRST PART OF THE POSTCODE AND THE LOCAL AUTHORITY WHERE THE PROPERTY RESIDES. IF YOU OWN/LEASE MORE THAN ONE PROPERTY IN A SINGLE POSTCODE AREA, PLEASE STATE THIS.	
SECTION 4	**SECURITIES**	**DECLARATION**
4.1	ANY INTEREST IN SECURITIES OF AN ORGANISATION IN 1.1 WHERE: -	

	(A) THAT BODY (TO MY KNOWLEDGE) HAS A PLACE OF BUSINESS OR LAND IN THE AREA OF THE PRIDE IN PLACE BOUNDARY FOR SKEGNESS; AND (B) EITHER (i) THE TOTAL NOMINAL VALUE OF THE SECURITIES EXCEEDS £25,000 OR ONE HUNDRETH OF THE TOTAL ISSUED SHARE CAPITAL OF THAT BODY; OR (ii) IF THE SHARE CAPITAL OF THAT BODY IS OF MORE THAN ONE CLASS, THE TOTAL NOMINAL VALUE OF THE SHARES OF ANY ONE CLASS IN WHICH HAS A BENEFICIAL INTEREST EXCEEDS ONE HUNDRETH OF THE TOTAL ISSUED SHARE CAPITAL OF THAT CLASS	
SECTION 5	**GIFTS AND HOSPITALITY**	**DECLARATION**
5.1	ANY GIFTS AND/OR HOSPITALITY RECEIVED AS A RESULT OF MEMBERSHIP OF THE SNB (ABOVE THE VALUE OF £25).	

OTHER INTERESTS: MEMBERSHIP OF ORGANISATIONS

I am a member of, or I am in a position of general control, a Trustee of, or participate in the management of:

1) Any Body exercising functions of a public nature: e.g. School governing body):

2) Any Body directed to charitable purposes:

3) Any Body, one of whose principal purposes include the influence of public opinion or policy (including any political party or trade union):

4) Any Local Authority (please state any interests you hold as Local Authority (LA) Leaders/Cabinet Members, LA Land, Resources and the LA's commercial interests):

5) Any other interest which I hold which might reasonably be likely to be perceived as affecting my conduct or influencing my actions in relation to my role:

NEIGHBOURHOOD BOARD MEMBER'S DECLARATION AND SIGNATURE:

I confirm that having carried out reasonable investigation, the information given above is a true and accurate record of my relevant interests, given in good faith and to the best of my knowledge:

DATE:

BOARD MEMBER NAME (PLEASE PRINT):

BOARD MEMBER SIGNATURE:

RECEIPT BY NEIGHBOURHOOD BOARD DELIVERY TEAM:

DATE RECEIVED:

CHAIR NAME (PLEASE PRINT):

CHAIR SIGNATURE:

Appendix 2: Code of Conduct

SKEGNESS NEIGHBOURHOOD BOARD CODE OF CONDUCT

The Skegness Neighbourhood Board have agreed to comply with this Code setting out the expected behaviours required of its Members, acknowledging that they each have a responsibility to represent the community and work constructively with Accountable Body staff and partner organisations to secure better social, economic and environmental outcomes for all. The Skegness Neighbourhood Board expects its members to discharge their duties in line with the General Principles of Public Life set out in this Code.

In accordance with the Localism Act 2011 ('the Act') when acting in their official capacity[i] all Members must be committed to behaving in a manner that is consistent with the following principles to achieve best value for residents and maintain public confidence in the Council. For clarification, the Code of Conduct does not apply to what Members do in their private lives.

It is the personal responsibility of each member to comply with the Code and to seek advice from East Lindsey District Council (ELDC) in any cases of doubt that may arise in respect of such compliance.

GENERAL PRINCIPLES OF PUBLIC LIFE

Members should behave in a way that is consistent with the following principles:

SELFLESSNESS: Members should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY: Members should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their duties.

OBJECTIVITY: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, members should make choices on merit.

ACCOUNTABILITY: Members are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their role.

OPENNESS: Members should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY: Members have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest. This is in addition to any duty to declare and/or withdraw on account of having a Disclosable Pecuniary Interest (DPI).

PERSONAL JUDGEMENT: Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

RESPECT FOR OTHERS: Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the Local Authority's Statutory Officers, Chief Executive, Chief Finance Officer (Section 151 Officer), the Monitoring Officer and of all other officers.

DUTY TO UPHOLD THE LAW: Members should uphold the law, and on all occasions, act in accordance with the trust that the public is entitled to place in them.

STEWARDSHIP: Members should do whatever they are able to do, to ensure that the Skegness Neighbourhood Board use their resources prudently and in accordance with the law.

LEADERSHIP: Members should promote and support these principles by leadership and example and act in such a way so as to preserve and promote public trust and confidence in public affairs in general and the Skegness Neighbourhood Board in particular.

GENERAL OBLIGATIONS

1. In addition to the General Principles of Public Life, members of the Skegness Neighbourhood Board are expected to comply with the General Obligations set out below:

1.1 Members must lead by personal example when serving the Skegness Neighbourhood Board.

1.2 Members must treat others with respect and must not discriminate or treat any person unfavourably on account of race, age, gender, disability, sexual orientation or religious belief.

Members must not:

(a) do anything which may cause the Skegness Neighbourhood Board to breach the Equality Act 2010 or any equality law that is subsequently enacted.

(b) bully, harass or be abusive to any person and should treat all people with respect.

(c) intimidate or attempt to intimidate any person who is or is likely to be:

(i) a complainant

(ii) a witness

(iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a Member (including yourself) has failed to comply with his or her Authority's code of conduct

(d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of the Skegness Neighbourhood Board.

1.3 Members must not:

(a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:

(i) you have the consent of a person authorised to give it.

(ii) you are required by law to do so.

(iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or

(iv) the disclosure is:

(aa) reasonable and in the public interest; and

(bb) made in good faith and in compliance with the reasonable requirements of the authority; and/or you have consulted the Local Authority's Monitoring Officer prior to its release.

(b) prevent another person from gaining access to information to which that person is entitled by law.

1.4 Members:

(a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and

(b) must, when using or authorising the use by others of the resources of the Skegness Neighbourhood Board:

(i) ensure that such resources are not used improperly for political purposes (including party political purposes); and

(c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986. A copy of the Code of Recommended Practice on Local Authority Publicity can be found at:
http://www.communities.gov.uk/publications/localgovernment/publicitycode2011

1.5 When reaching decisions on any matter Members must have regard to any relevant advice provided to you by:

(a) the Section 151 Officer, or

(b) the Monitoring Officer,

where those officers are acting pursuant to their statutory duties.

1.6 Members must give reasons for decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the Local Authority.

DISCLOSABLE PECUNIARY INTERESTS

The Act further provides for registration and disclosure of what are termed as `Disclosable Pecuniary Interests'. Under the Skegness Neighbourhood Board, this will be done as follows:

On taking up membership, Members must, within 28 days of becoming such, notify the Local Authority's Monitoring Officer of any 'Disclosable Pecuniary Interests' as are prescribed by the Secretary of State and set out in the table below.

On re-appointment, a Member must, within 28 days, notify the Monitoring Officer of any 'Disclosable Pecuniary Interests' not already included in his or her Register of Members Interests which is lodged with the Local Authority's Monitoring Officer.

It is the personal responsibility of each Member to keep their Register of Members Interests up to date by notifying the Local Authority's Monitoring Officer in writing of any change within 28 days of such a change taking effect.

If a Member is aware that they have a 'Disclosable Pecuniary Interest' in a matter which is already registered in the Register of Members Interests, they MAY disclose it in the meeting AND in all cases (whether registered in the register or not) **they must not participate in any discussion or vote on the matter at a meeting**, as to do so is a criminal offence under section 34 of the Localism Act 2011. The Skegness Neighbourhood Board has adopted the Lead Authority's Procedure Rules requiring a Member with a Disclosable Pecuniary Interest' to withdraw from the meeting while any discussion or vote on any matter relating to it takes place.

If a Member is aware of a 'Disclosable Pecuniary Interest' in a matter under consideration at a meeting but such interest is not already on the Member Register of Interests or in the process of entry onto the register having been already notified to the Local Authority's Monitoring Officer, the Member MUST disclose the 'Disclosable Pecuniary Interest' to the meeting and register it within 28 days of the meeting at which it is first disclosed.

The duties to register, disclose and not to participate in respect of any matter in which a Member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011. Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows:

Interest	**Prescribed description**
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992).

Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant Authority - (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge) - (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.

Disclosable Pecuniary Interests – Definitions

Disclosable Pecuniary Interest means 'a pecuniary interest defined in the above table if it is an interest of yourself, your spouse/civil partner, a person you live with as husband or wife, or a person you live with as a civil partner, if in all cases you are aware the other person has the interest.'

Securities means any beneficial interest in securities of a body where:

(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and
(b) either:
(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose:

"the Act" means the Localism Act 2011;

"body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest.

"director" includes a member of the Committee of management of an industrial and provident society.

"land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income.

"M" means a Member of a relevant Authority; "Member" includes a co-opted Member; "relevant Authority" means the Authority of which 'M' is a member.

"relevant period" means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or 31(7), as the case may be, of the Act.

"relevant person" means M or any other person referred to in section 30(3)(b) of the Act.

"securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

SENSITIVE INTERESTS

If the nature of an interest is such that you AND the Local Authority's Monitoring Officer consider that disclosure of the details of your interest could lead you or a person connected with you, being subjected to violence or intimidation, the interest must not be included in any published version of the Register of Members Interests, and must not be entered onto a copy of the register that is kept for public inspection. In such instances the published register may state that the detail of such an interest is withheld under section 32(2) of the Localism Act 2011. In the event that the Member discloses such an interest at any meeting, the Member shall be obliged only to confirm that a disclosable pecuniary interest in any matter exists, rather than giving the detail thereof.

OTHER INTERESTS

(1) In addition to the Disclosable Pecuniary Interests notifiable under the Localism Act 2011, you must, within 28 days of:

(a) your membership to the Board (where that is later),

notify the Local Authority's Monitoring Officer in writing of the details of your other personal interests, where they fall within the description set out in paragraph (2) below for inclusion in the Register of Interests:

(2) You have a personal interest which is likely to affect: -

a) **membership of,** or in a position of general control, a trustee of, or participate in the management of, anybody directed to charitable purposes.

(3) You must, within 28 days of becoming aware of any new interest or change to any interest registered under paragraph 2 above notify the Local Authority's Monitoring Officer of the details of that new interest or change.

In accordance with the General Principles of Public Life enshrined within the Code of Conduct, (in particular the principles of Honesty and Openness) Members are required to declare at any meeting any personal interest (other than and in addition to any Disclosable Pecuniary Interest) (whether it be an interest in any land, contract, proposed contract, business, membership of any club or body that is considered to be relevant to any matters under discussion). The Member will then wish to consider whether any person who was in full knowledge of the facts would consider that interest as likely to prejudice their judgement of the public interest, and if he/she so

concludes, shall refrain from debate and voting on the matter and shall withdraw from the room (including the public gallery) whilst the matter is being debated.

Whilst not obligated to do so, any member is able to request that their entry in the Register of Members of Interests be updated by the Local Authority's Monitoring Officer so as to include any interests that would not constitute a Disclosable Pecuniary Interest.

Members are advised to seek advice and clarification from the Local Authority's Monitoring Officer in cases of doubt.

GIFTS & HOSPITALITY

Members are required to notify the Local Authority's Monitoring Officer in writing of any single gift, hospitality (or offer of the same) with an estimated value of £25 or more within 28 days so that the details can be recorded in the Register of Members Gifts and Hospitality. No notification is required in the event that such matters arise in relation to family members.

If a matter comes before the Local Authority in relation to the above, then the Member of the Skegness Neighbourhood Board must declare any such gift, hospitality (or offer of the same) at the meeting that the matter arises, and consider in all the circumstances whether it is appropriate to take part in debate on the matter and vote, having regard to the principles set out in this Code of Conduct and the importance of perception in protecting the reputation of and confidence within public affairs generally and East Lindsey District Council in particular. Appropriate advice should be sought from the Local Authority's Monitoring Officer on such occasions.

BREACH OF THE CODE OF CONDUCT

A decision of the Skegness Neighbourhood Board will not be invalidated just because something that occurred in the process of decision making involved a failure to comply with this Code.

Any complaint relating to an alleged failure to observe the Code, shall be dealt with by the Local Authority's Monitoring Officer in accordance with the Monitoring Officer Protocol.

DISPENSATIONS

Any Member may request in writing (to the Local Authority's Monitoring Officer) to be granted a dispensation relieving them from the restriction of not participating in or voting upon any matter in which they have a Disclosable Pecuniary Interest. Such dispensations will only be granted by the Local Authority's Monitoring Officer if in accordance with section 33 Localism Act 2011.

Appendix B – Street Scene Operatives Report

Pride in Skegness

As we reflect on the first seven months of the Pride in Skegness initiative, it is difficult to overstate the value that this project has brought to Skegness Town. The creation of two dedicated Pride Operative posts has proven to be an exceptional asset, delivering a level of flexibility, responsiveness and visible improvement that has exceeded expectations.

Unlike traditional operational teams, these roles have been uniquely positioned to focus solely on enhancing the appearance and environment of Skegness, unconstrained by organisational boundaries or service demarcation. This has enabled the team to tackle a diverse and ever-expanding range of projects, with both the volume and complexity of work increasing significantly month on month as opportunities for improvement have been identified and pursued.

Recognising the value of this investment, the service has complemented the Skegness Pride in Place Programme funding by utilising operational budget opportunities to provide additional training, qualifications and skills development. This has widened the scope of activities the team can safely and effectively undertake, increasing both resilience and the benefits delivered to the area.

The officers are incredibly proud of the work achieved to date, the positive relationships established with residents, businesses and partners, and the tangible improvements delivered across Skegness. Most importantly, this first seven months has provided a proven model for success. With the experience gained, the skills developed and the strong foundations now established, it is firmly believed that the continuation of this initiative would enable even greater outcomes for the town and its communities in the years ahead.

Investing in Skills to Maximise Value

Whilst the addition of two dedicated Pride Operatives has been exceptional for the area, a key focus throughout the year has been to maximise the value of this investment through continued training, learning and professional development. Recognising the potential of these roles, the service has proactively funded a range of qualifications and accreditations to broaden capability, increase resilience and expand the scope of works that can be delivered.

As a result, the team has gained competencies in:

- Chemical weed treatment
- Power washing and jet washing operations
- Strimming and vegetation management
- Hedge pruning
- Ride-on mower operation

- Asbestos awareness
- Sharps and needle handling
- Graffiti removal and treatment

This investment has significantly increased both the volume and diversity of referrals that the team can undertake. During the second half of the year, the enhanced skill set has enabled operatives to respond to a much wider range of environmental issues, reducing reliance on specialist resources and allowing works to be completed more efficiently and effectively.

The successful integration of the Pride Operatives into the wider service has also provided access to established operational systems, fleet, equipment and vehicles. This has strengthened coordination, improved deployment flexibility and ensured the team can draw upon the full resources of the service to deliver visible improvements across Skegness. The result has been a highly adaptable and increasingly capable team whose impact has grown steadily throughout the year, delivering outcomes well beyond those originally envisaged when the project commenced.

Equipment and Investment

Owing to further funding opportunities presented within East Lindsey, and Skegness in particular, the funding support has enabled the procurement of equipment and tools dedicated specifically to the Pride in Skegness initiative. This separate investment has provided the team with additional resources required to respond quickly, work efficiently and deliver more visible environmental improvements across the town.

In keeping with the project's ambition to showcase Skegness at its very best, the Pride Team is also one of the few operational teams within the service to operate on a fully electric basis. This not only supports environmental objectives and reduces carbon emissions, but demonstrates a commitment to modern, sustainable service delivery whilst maintaining high standards of public realm maintenance.

Continued investment is being made by the Council into specialist equipment, with additional power washing, graffiti removal and street cleansing resources arriving during the year for dedicated use by the Pride Operatives. These enhancements will further increase the team's capability, allowing them to tackle a broader range of environmental issues, respond more effectively to referrals and continue delivering the high-profile improvements that have become synonymous with the Pride in Skegness programme.

The combination of dedicated funding, modern equipment and a skilled, highly adaptable workforce provide a strong platform for future success and reinforces the belief that this project could continue to deliver even greater benefits for Skegness should it be supported beyond its initial term of 12 months which concludes in February 2027.

Reporting Period: 01 August - 04 September

This period represented an exceptional month for the Pride in Skegness team, with significant additional activity undertaken to support preparations for the Tour of Britain. Despite operating as a team of just two dedicated Pride Operatives, the project delivered an extensive programme of environmental enhancement works that contributed to presenting Skegness at its very best for residents and visitors alike.

Key achievements during the period included:

Over 90 hours of chemical treatment and jet washing of bus shelters, litter bins and footways.

- **48 hours** dedicated to graffiti removal across the wider Skegness area.
- **46 hours** invested in pruning, strimming and cleansing operations within public car parks.
- **28 hours** allocated to the enhancement and maintenance of green spaces along the Skegness Foreshore.
- **9 alleyways** cleared of weeds, overgrowth and accumulated detritus, improving both appearance and accessibility.

The breadth of works undertaken during this period demonstrates both the flexibility and value of the Pride in Skegness initiative. The team's expanding skills, dedicated equipment and ability to respond to emerging priorities enabled a substantial increase in environmental improvement activities, delivering visible enhancements across the town and supporting a major national event with minimal impact on core operational services. The month serves as a strong example of how targeted investment in dedicated Pride resources can rapidly translate into tangible improvements for Skegness and its communities.

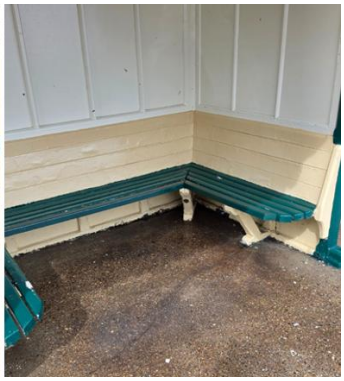




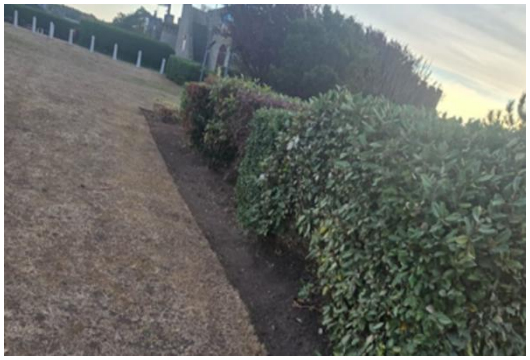


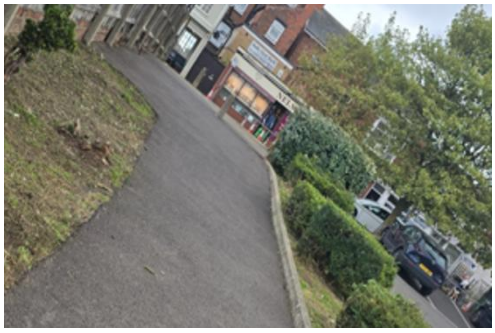
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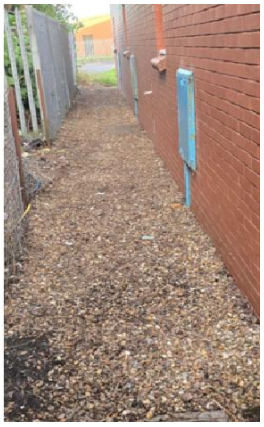
Skegness Academy

















Ventrac Multi-Mower Deployment

The introduction of the Ventrac multi-mower has further enhanced the capabilities of the Pride in Skegness team. Both Pride Operatives have successfully completed the required training and are now fully competent in the operation of this specialist equipment, allowing the service to maximise the benefits of this significant investment.

The Ventrac is now being actively deployed to improve accessibility and presentation across Public Rights of Way, green spaces and other challenging locations where vegetation encroachment has historically restricted access. Its versatility and ability to

operate safely on varied terrain have enabled the team to tackle areas that were previously difficult to maintain using conventional equipment.

This additional capability is already delivering tangible improvements, helping to maintain access routes, improve visibility, enhance the visitor experience and support wider environmental objectives across Skegness. By further investing in both equipment and operator training, the service has strengthened its ability to respond to emerging maintenance needs and expanded the range of works that can be delivered by the Pride Operatives, ensuring greater value and impact for the local area.





Ring-barking of Palm Trees



Appendix C [redacted]

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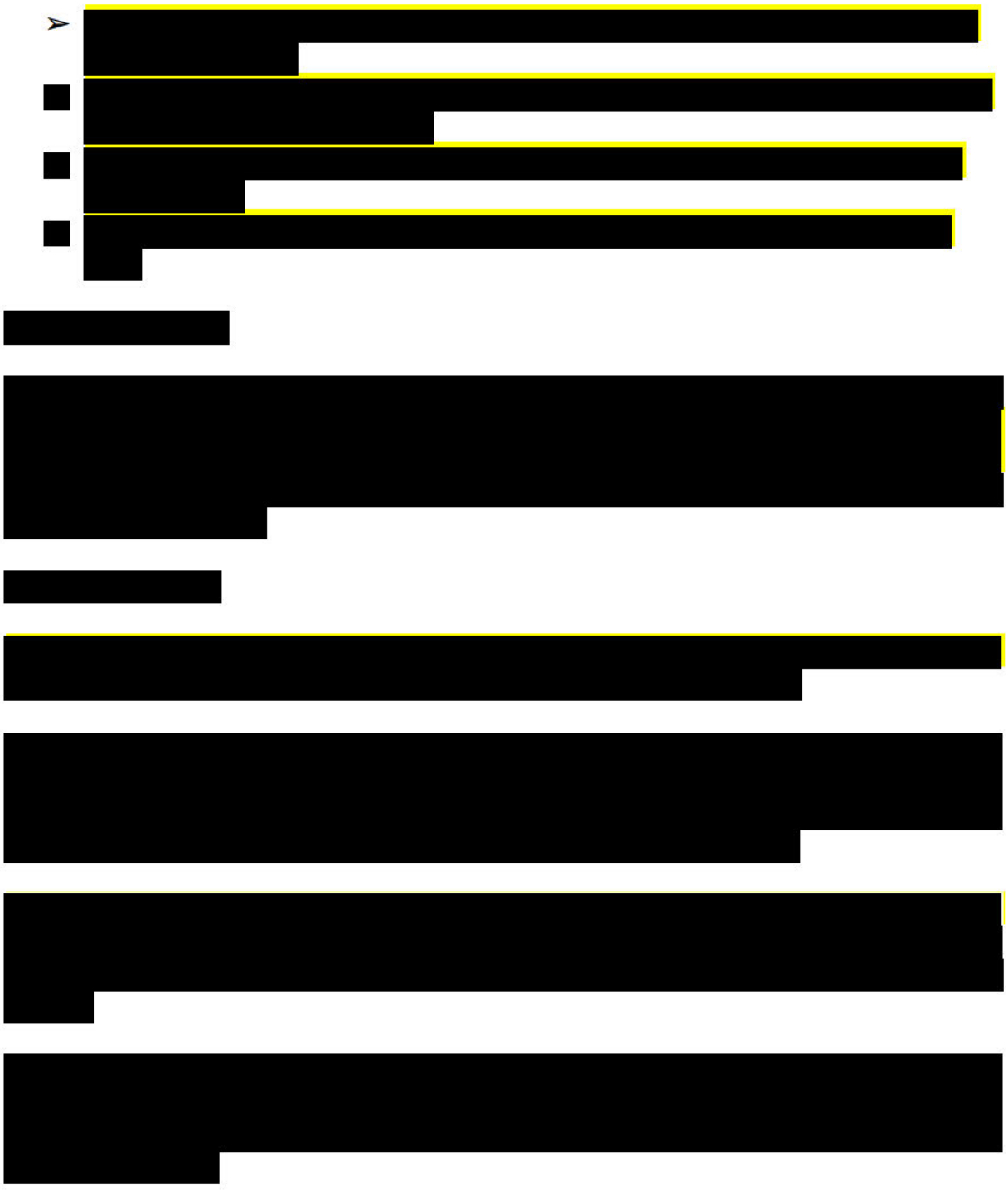
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Appendix D – Community Sub-Group Workshop Agenda

Together for Skegness: Community engagement working group
Workshop, 2pm – 4pm, 15.09.26

2pm	Overview of session and introductions	Chair: setting the scene
2.05pm	What's our purpose? Group discussion	Agree a clear purpose for the group e.g. to ensure that the community is at the forefront of Pride in Place in Skegness, with local people playing an active, leading, and meaningful role in decision-making and delivery.
2.10pm	How we work together Flip chart summary; invite for consensus and input	Rules of engagement;
2.20pm	Mapping our reach Individual ideas; summary; group discussion	Shared mapping exercise using themed flipcharts; people add the names of groups and individual connections, adding initials for ownership. NB: there will be some crossover and that will be captured in the database. Feedback; summary of connections and contacts.
2.40pm	Need and opportunity Individual ideas; summary; group discussion	Building on previous round, shared mapping exercise using coloured post its to identify a) existing grassroots projects we are aware of and b) community gaps and needs we are aware of as well as who is missing from this group. Feedback and reflections.
3.05pm	Working Together for Skegness Group discussion	Discussion on how we move forward with community engagement, including: • How can members reach out and connect with community groups, grassroots projects, and champions? And what support do members need to deliver this role? • What insight is missing – what else do we need to know? And how are we going to access this intelligence

		e.g. community research? • How can local people play a tangible role in decision-making about funding and projects? • How can we ensure community engagement is joined up?
3.35pm	Communications Information; feedback from group	Keeping people informed – suggested approach to communications
3.45pm	How do we want to work together? Group discussion; log actions	Conversation about how to work together going forward – such as frequency of meetings, sharing of information etc.
3.55pm	Next steps and next meeting date Recap actions; closing words by Chair	Agree next steps and summarise in an action plan.