

Pride in Place

Neighbourhood Board Meeting Agenda

Date: 3rd September 2026

Time: 17:30

Venue: St Boniface Church, Whipton

Chair: Mr Andy Mulcock

1. Welcome, Introductions and Apologies

1.1 Welcome, introductions and opening remarks

1.2 Apologies for absence

1.3 Confirmation of agenda items

2. Governance and Administrative Matters

2.1 Declarations of Interest

2.2 Terms of Reference

2.3 Code of conduct

2.4 Refresh of Safeguarding guidance from MHCLG

2.4 Publication of information on website (see details at end of agenda)

3. Establishing Board Culture and Values

3.1 Discussion and agreement on the principles that will guide the Board's work, including:

- The Nolan Principles of Public Life
- Selflessness and acting in the interests of Whipton and Heavitree
- Independence of the Board
- Collaboration and partnership working
- Community-led growth and grassroots engagement
- Equality, diversity and inclusion considerations

4. Locality Definition and Scope

4.1 Discussion and agreement on:

- Geographical boundaries of the neighbourhood area
- Principles for defining locality, including consideration of the "10-minute walk" principle
- Communities and stakeholders within the Board's area of interest

5. Review of Previous Community Engagement Activity

5.1 Report and discussion on:

- Findings from previous consultations
- Learning from summer community activities
- Review of reports and feedback received to date

6. Finance and Budget Overview

6.1 Current budget position

6.2 Funding available and any constraints

6.3 Financial governance arrangements

7. Vision for the Neighbourhood

7.1 What is the defining story, opportunity or challenge for Whipton and Heavitree

7.2 Desired long-term outcomes for residents and communities

7.3 10 Year Vision Checklist

8. Board Identity and Communications

8.1 Name, branding and identity of the initiative

8.2 Community-facing communications approach

9. Immediate Priorities and Early Action

9.1 Key priorities for the next six months

9.2 Potential quick wins

9.3 Initial projects and opportunities

10. Advisory Groups and Working Structures

10.1 Establishment of advisory groups/working groups

10.2 Proposed areas of focus

10.3 Lead Members and reporting arrangements

11. Future Meeting Arrangements

11.1 Frequency of Board meetings

11.2 Proposed annual meeting schedule

11.3 Preferred dates and times

12. Any Other Business

Chair's Summit on 11 September

Proposed Date of Next Meeting (TBC): Wednesday 17 September

Informal Networking and Discussion

Members and guests are invited to remain after the meeting for informal conversations and relationship-building opportunities.

Transparency

The board should publish membership and governance arrangements (including minutes of meetings and decision logs) on the lead local authority's website to meet our transparency requirements. We also encourage boards to set up their own webpage to communicate directly with members of the public.

We expect Neighbourhood Boards to publish:

- a documented decision-making process, outlining the voting rights of the board
- profiles of board members
- all board papers in advance of the meeting within 5 working days

- draft minutes of meetings following the meeting within 10 working days
- final minutes, once approved by the board within 10 working days
- any conflicts of interest reported, within the published minutes
- transparent records of all Pride in Place spend

Boards are expected to adhere to their local authority's internal guidelines around the publication of relevant reports and financial information, with the default position being that all papers are open to the public.