BOSTON NEIGHBOURHOOD BOARD MEETING

Thursday 30 July 2026 at 2pm

Venue: Mayflower Centre, Boston College or via TEAMS

AGENDA

1.	Welcome	
2.	Apologies for absence	
3.	Declarations of Interest	
4.	(a) To agree the Minutes of the Boston Neighbourhood Board Meeting held on 22 June 2026 ***(Enc)***	
	(b) Action Plan ***(Enc)***	
5.	Pride in Place Programme	
	(a) Notes of Cluster Group Meeting held on 23 July 2027 ***(Enc)***	**ET**
	(b) Projects Progress - Quick Wins ***(Enc)***	**ET**
	(c) Boston Tour of Britain Cycling Event Update	**MC**
6.	Boston Neighbourhood Board - Terms of Reference **(Enc)**	**MC**
7.	Communications Update ***(Enc)***	**MG**
8.	Capacity Funding - Verbal Update	**JB**
9.	Chair's Update & Board Development Thoughts	**ET**
10.	Any Other Business	

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Minutes of the Boston Neighbourhood Board Meeting
held on Monday 22 June at 2pm
Via Teams

Board Members:	Claire Foster – Cultural Compact (Interim Chair), Emma Tatlow - Active Lincolnshire, Cllr Mike Gilbert - BBC, Alison Fairman - BEM - Community Representative, Andy Lawrence - Port of Boston, Jacqui Bunce - NHS, David Fannin - LVET, Inspector Ian Cotton - Lincolnshire Police, Neil Kempster - Chestnut Homes, Lynette Leith – Boston College, Toby Ellyatt Dawson – Away Resorts, Tracy Stringfellow – Heritage Lincolnshire and Richard Tice, MP
Support Team:	Maria Cotton, Jon Burgess, George Gustard, Luisa Stanney, Amber Lawson and Michelle Gant

1. Welcome

Claire Foster, opened the meeting and welcomed all members. The Chair noted that this would be her final meeting as interim Chair and formally welcomed new members to the Board. Board members gave personal introductions.

2. Apologies for Absence

Apologies for absence were received from Michael Morris and Abdul Hamid Qureshi.

3. Declarations of Interest

No new declarations of interest were made.

4(a). Minutes of the Meeting Held on 27 April 2026

The minutes of the meeting held on 27 April 2026 were approved as a true and accurate record of proceedings. The approval was proposed by Jacqui Bunce and seconded by Andy Lawrence.

4(b). Action Plan

The Board reviewed progress against the Action Plan. It was noted that updates on Community Safety Officers would continue to be provided to the Board, while the Terms of Reference would be reviewed at the next meeting under the new Chair. The Sport England presentation had been deferred to a future meeting, and the Boston Business Association update would be scheduled for August. Members agreed that all outstanding actions would remain under review.

5. Pride in Place Programme

Project Selection

The Board received a detailed update on the Pride in Place Programme outcomes from the subgroup meetings. It was reported that 64 expressions of interest had been reviewed across four meetings, and a structured approach had been developed to prioritise projects.

The subgroup recommended that the Board approve a set of "quick win" projects to deliver early visible impact for residents, alongside a longer-term process for developing remaining proposals through themed cluster groups. Members acknowledged the significant effort from community organisations in submitting proposals and supported the need to demonstrate early delivery while ensuring alignment with the Boston 2030 vision.

Discussion emphasised the importance of collaboration, with members agreeing that clustering projects by theme would maximise impact, reduce duplication, and support partnership working. It was confirmed that cluster groups, led by Board members, would be established to further develop proposals, ensure community involvement, and refine project delivery.

Members considered the financial implications and noted that the quick win projects would utilise the available Year 1 funding allocation, with a small potential overspend on revenue. It was also noted that capital funding remained partially unallocated and that additional capacity funding was available. The Board accepted this approach, recognising the importance of demonstrating early spend while retaining flexibility for future investment decisions.

The Board approved in principle the quick win projects, subject to due diligence and further refinement, and endorsed the establishment of thematic cluster groups to progress remaining proposals. It was agreed that cluster leads would meet outside of the Board to confirm roles, responsibilities and timelines.

Actions:

- Schedule initial meeting for cluster leads (LS)
- 'Quick win' projects agreed – need to be contacted and progressed to grant funding agreement (LS/AL)

Boston Tour of Britain Men's Cycling Event

The Board considered a proposal to support the Boston stage of the Tour of Britain Men's Cycling Event. Members welcomed the opportunity to promote Boston on a national platform and recognised the potential to increase civic pride, tourism, and community engagement.
Discussion focused on ensuring maximum impact through partnership working, including engagement with schools, community groups and local organisations. Members stressed the importance of showcasing Boston's heritage and ensuring strong visual presentation along the route.

Following consideration of the options presented, the Board agreed to support the event and approved funding at the "gold" level, up to £50,000, subject to final costs and value-for-money considerations. It was agreed that the delivery team would proceed with planning and provide updates to future meetings.

Actions:

- Tour of Britain agreed at 'Gold' level – proposals, plans and eventually impact needs reporting back to board (MC)
- Look at connecting with local organisations and other partners on animating the route and the town (MC)

6. Boston Town Deal – Projects Update

The Board received and noted an update on the Boston Town Deal programme. Members were informed that four of the seven approved projects had been completed.

The Boston Leisure project remained on track for completion by March 2027, and the Healing High Street project continued to progress in partnership with the Heritage Trust.

Members welcomed the positive progress across the programme and discussed the importance of capturing lessons learned from completed projects. Although formal evaluation would be undertaken by central government, the Board agreed that local evaluation and reflection should also take place to inform future investment decisions within the Pride in Place Programme.

Actions:

- Evaluate Town Board projects – lessons learned (JB)
- Report on how Completed Town Deal projects have been branded (JB)

7. Communications Update

The Board noted the communications update, including recent activity to promote the Pride in Place Programme and the transition in Board leadership. Members discussed the importance of maintaining consistent branding and messaging, particularly in relation to quick win projects and visible delivery.

It was highlighted that engagement activity with young people had involved over 900 participants, with findings being used to inform programme priorities. Members supported the development of a communications toolkit and agreed that funded projects should be clearly branded to increase visibility and public awareness. It was also noted that feedback would be provided to applicants who submitted expressions of interest.

8. Capacity Funding – Verbal Update

The Board received a verbal update on capacity funding. Members noted that approximately £180,000 of capacity funding remained unallocated, with a further £150,000 expected allocation. It was agreed that this funding could support programme delivery, including addressing revenue pressures and enabling further development of projects. The update was noted.

9. Any Other Business

The Board agreed that the Boston Business Association should be invited to formally join the Board, with representation from its Chair or Vice Chair. Arrangements would be made for introductory discussions ahead of the next meeting.

Members formally acknowledged and thanked Claire Foster for her leadership as interim Chair and David Fannin for his contribution as Vice Chair. Emma Tatlow was confirmed as the incoming Chair, with arrangements for appointing a new Vice Chair to be considered in due course.

Action:

- Boston Business Association to be contacted and invited to attend and potentially join the board as a member (MC)

10. Date of Next Meeting

Thursday 30 July 2026 at 2.00 pm - Mayflower, Boston College.

BOSTON NEIGHBOURHOOD BOARD

OUTSTANDING ACTIONS 2026

BOARD MEETING	ACTION	TO BE COMPLETED BY
9.12.25	Board to receive regular updates on the work of Community Safety Officers.	Throughout 2026
30.3.26	Terms of Reference - Update	July 2026
22.6.26	Boston Business Association to be contacted and invited to attend and potentially join the board as a member	July 2026
22.6.26	Feedback on the Tour of Britain proposal	July 2026
22.6.26	Schedule initial meeting for cluster leads	LS completed
-	Emma Tatlow, Active Lincolnshire - Presentation on Sport England Investment for Boston	August 2026
-	Boston Business Association - Update Report	August 2026
22.6.26	Contact 'Quick win' projects agreed and progress to grant funding agreement	Project leads contacted and projects to be included as part of the cluster work
22.6.26	Evaluate Town Board projects - lessons learned	September 2026
22.6.26	Report on how Completed Town Deal projects have been branded	September 2026

Cluster Group Leads Meeting – 23 July 2026 at 10am via Teams

Present: Emma Tatlow, Claire Foster, Jacqui Bunce (left at 10.30am), Tracy Stringfellow, Cllr Mike Gilbert, Inspector Ian Cotton, Alison Fairman, Michelle Gant, Luisa Stanney and Amber Lawson

Key Discussion Points

- Cluster groups will focus on collaboration, co-production and long-term outcomes rather than competition for funding.
- Community consultation findings remain consistent, prioritising safety, town centre revitalisation, heritage and culture, young people, health and wellbeing, skills, green spaces and community cohesion.
- The Board recognised the need to leverage additional external funding and use Pride in Place investment as a catalyst for wider investment in Boston.
- There is limited revenue funding available, with the majority of funding being capital. Future project development will need to reflect this funding profile.
- Managing expectations is critical. Participation in cluster discussions does not automatically lead to funding.
- Cross-cluster collaboration will be essential because many themes overlap and contribute to shared outcomes.
- The Board discussed evolving from a transactional funding model towards a collaborative place-shaping approach focused on Boston's long-term legacy.

Clarification of the Cluster Lead Role

Ian asked for greater clarity on the purpose of the cluster groups and what would be expected of cluster leads. Emma explained that the intention is not for cluster groups to operate as funding panels or forums where organisations compete for available resources. Instead, the groups are intended to provide a collaborative space where organisations, local stakeholders and community representatives can share knowledge, understand local needs, identify existing activity and explore opportunities to work together more effectively. Discussions should focus on understanding what Boston needs, what is already being delivered across the town, where investment is already taking place and how organisations can align their efforts to achieve greater collective impact.

The role of a Cluster Lead is primarily one of convening, facilitating and encouraging collaboration. Cluster leads are expected to help bring together relevant people and organisations, support constructive discussion, identify connections across themes and contribute to the development of a shared long-term vision for Boston. The emphasis is on fostering partnerships, building understanding and shaping future opportunities, rather than assessing bids or directing funding decisions.

Community Conference Proposal

Michelle suggested the potential for a community conference as part of the wider engagement approach, helping coordinate engagement across the cluster themes.

Building on this discussion, Luisa suggested the conference should be held earlier in the process and used as the starting point for engagement to -

- Launch the Quick Win projects.
- Bring residents, stakeholders, organisations and project leads together in one space.
- Run breakout sessions aligned to the cluster themes.
- Encourage participation and co-production from the outset.
- Help participants understand how projects and themes connect across the wider Pride in Place programme.
- Shape future priorities before further investment decisions are made.

Actions Agreed

- Luisa and Amber to prepare cluster packs, including consultation insight, project information, budget context and copies of communications issued to successful Quick Win and Cluster project leads.
- Provide cluster leads with details of unsuccessful applicants who wish to remain involved in discussions.
- Emma and the programme team to develop a proposed implementation plan and update the full Board.
- Michelle to support development of a refreshed Board narrative, key messages, engagement approach and discussion prompts for cluster groups.
- Explore the feasibility of holding an early community conference as the first stage of cluster engagement.
- Identify additional stakeholders, community representatives and trusted consultees to be involved in cluster discussions.
- Follow up with Neil Kempster regarding involvement in the cluster groups.
- Review and update the Terms of Reference to reflect the evolving approach (amended Terms of Reference to be agreed by BNB at their meeting on 30 July).
- Bring opportunities to leverage external funding and match-funding to the full Board for consideration.
- Maintain regular communication between cluster leads to avoid silo working and identify opportunities for collaboration.

BOSTON NEIGHBOURHOOD BOARD MEETING
30 July 2026

Agenda Item No:	**6**
Report Title:	**Terms of Reference**
Author:	**Maria Cotton/Luisa Stanney**
Item For:	**Decision**

1 **Summary and Main Issues**

The purpose of this report is to provide Board members with a summary of the key changes made to the Terms of Reference following the Boston Neighbourhood Board meeting on 27 April 2026 and alignment with the Pride in Place Programme. The revised Terms of Reference have also been updated to improve accessibility, clarity and consistency.

Summary of Key Changes

Plain English and Accessibility

The Terms of Reference have been comprehensively reviewed and rewritten using plain English principles. The aim is to make the document more accessible, easier to understand and more inclusive for Board members, residents and stakeholders. Technical and legal wording has been simplified where possible whilst maintaining compliance with government guidance.

Community Engagement and Co-Production

A significant change is the inclusion of a dedicated section on Community Engagement and Co-Production (Sections 2.7-2.10). These provisions strengthen the Board's commitment to involving local communities in decision-making and require the Board to demonstrate that plans and investment decisions have been developed with local people. The revised Terms of Reference also recognise the value of community knowledge, lived experience and specialist expertise in informing Board decisions.

Board Membership and Attendance

The revised Terms of Reference also introduce additional clarity regarding Board membership and attendance requirements.

Key changes include:

	• A revised membership term of four years (or until 31 March 2030), replacing the previous three-year term. • New attendance expectations under clause 3.12. Members who fail to attend four consecutive meetings, or less than 50% of meetings within a rolling twelve-month period, may have their position reviewed, taking account of any exceptional circumstances. **Transition to a Community-Led Model** New provisions have been added requiring the Board to develop plans for a transition to a community-led delivery model by Year 3 of the Pride in Place Programme. Potential governance options include a Community Interest Company, registered charity, Community Benefit Society or another suitable local structure. This reflects the long-term ambitions of the programme and the emphasis on local ownership. **Governance and Accountability** The revised Terms provide greater clarity regarding the respective roles of the Board and Boston Borough Council as the accountable body. Responsibilities relating to funding, approvals, monitoring, reporting and programme management have been updated to reflect current MHCLG guidance and the requirements of the Pride in Place Programme. **Programme and Board Identity** The document has been updated to reflect the Board's transition from the Boston Town Board to the Boston Neighbourhood Board and references throughout have been aligned to the Pride in Place Programme. The revised introduction places greater emphasis on the Board's role in bringing together residents, businesses, community organisations, public sector partners and elected representatives to shape the future of Boston.
2.	**Recommendations** The Board is asked to: 1. Note the key changes outlined in this report. 2. Consider whether the revised Terms of Reference continue to provide an appropriate governance framework for the Boston Neighbourhood Board. 3. Approve the revised Terms of Reference for adoption.
3.	**Circulation and Communication**
	Boston Neighbourhood Board
4.	**Appendices** Appendix 1 - Terms of Reference

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BOSTON NEIGHBOURHOOD BOARD

TERMS OF REFERENCE

Adopted by the Board on xxxxxxxx

The Boston Town Board has been updated to include the Pride in Place Programme. As requested by the Ministry of Housing, Communities and Local Government (MHCLG), it is now called the Boston Neighbourhood Board.

The Boston Neighbourhood Board brings together residents, businesses, community organisations, public sector partners and elected representatives to help shape the future of Boston.

1 CONSTITUTION

1.1 The Boston Neighbourhood Board, called "the Board" in this document, is the main decision-making body for the Pride in Place Programme in Boston. It will follow MHCLG guidance.

1.2 The previous Town Deal Board governance arrangements have been replaced. The Board will now use a community-led approach focused on long-term neighbourhood improvement.

2 ROLES AND RESPONSIBILITIES

2.1 The Board will follow government guidance for the 10-year Pride in Place Programme and for projects started through the Towns Deal Programme.

2.2 The Board may also oversee and advise on other government-funded work if Boston Borough Council asks it to do so.

2.3 The Board is not a separate legal body. It is not formally constituted and will not hold money or assets. Boston Borough Council will stay responsible for the funding.

Pride in Place Purpose and Responsibilities

2.4 MHCLG guidance may change during the programme. The Board will be told about updates, but members must keep up to date with the latest guidance on www.gov.uk.

2.5 The programme will support growth by improving local places, community facilities and everyday life. It has two main parts:

2.5.1 The 10-year Vision and Regeneration Plan.
2.5.2 The 4-year Investment Plan, which will be updated from time to time, to deliver the 3 aims: thriving places, stronger communities and taking back control.

2.6 The Board will develop the Regeneration Plan with the Council, local partners and communities. It should involve residents, businesses, community groups, workplace representatives, faith and community leaders, and others with strong local links. Together, they should agree a vision for Boston and how it will be delivered over 10 years and beyond. The Board should also look for ways to bring together private, public and charitable funding. In line with MHCLG guidance, the Board will make sure the Regeneration Plan leads to projects that improve local places and communities.

Community Engagement and Co-Production

2.7 The Board will involve local communities in a regular and meaningful way.

2.8 This will include planned engagement to support decisions, work with groups whose views are less often heard, and clear feedback so people can see how their views shaped decisions.

2.9 The Board must be able to show that all plans and investment decisions have been developed with the community.

2.10 The Board will be informed by the knowledge, expertise and lived experience of local communities, partners and subject matter specialists. This may include insights gathered through workshops, advisory groups, engagement activities, thematic discussions and other forums held outside formal Board meetings. The Board will use this community, place-based and specialist insight to inform its priorities, decision-making and investment recommendations.

Transition to Community-Led Delivery

2.11 The Board will prepare and put in place a plan to move to a community-led delivery model by Year 3 of the Pride in Place programme.

2.12 This may involve setting up or working through:

A Community Interest Company (CIC)
A registered charity
A Community Benefit Society
Another suitable local organisation or structure

Role of Boston Borough Council

2.13 Boston Borough Council will support the Board to develop and deliver the plan. On this basis, Boston Borough Council will:

- Provide secretariat and programme management support, as agreed between the Board and Boston Borough Council.
- Act as a key delivery partner for agreed parts of the plan.

- Make the required submissions and returns to MHCLG on behalf of the Board.

2.14 Boston Borough Council will be the accountable body for the funding. This means it must make sure public money is managed fairly, properly, legally and in line with the Nolan Principles and Managing Public Money.

2.15 Boston Borough Council will also be responsible for legal duties on subsidy control, state aid and procurement.

2.16 The Board will work with Boston Borough Council to agree how the fund will be managed. The Board will use clear processes to make funding decisions, while the Council keeps proper financial control.

2.17 The Board must approve plans before they are submitted. The Chief Financial Officer, or the person responsible for finance in any other governance model, must also check the plan and confirm that the funding will be used properly and in line with MHCLG requirements. Elected member sign-off is not needed.

2.18 Elected members do not need to sign off or approve the plan. However, the Board will respect Boston Borough Council's internal processes where the Council is the accountable body or a delivery partner.

Town Deal Projects (Towns Fund)

2.19 Guidance for Boards is available at www.gov.uk.

2.20 The Towns Fund programme is close to achieving practical completion of the supported investments. The Board's remaining responsibilities are:

- Overseeing effective delivery of the remaining agreed projects and programmes.
- Monitoring whether expected benefits are being achieved.
- Reallocating funds where needed and in line with guidance.

2.21 Boston Borough Council, acting as accountable body, will be responsible for:

- Maintaining an effective delivery team, delivery arrangements and agreements.
- Publishing required information on the Council's website or a Town Deal website.
- Carrying out any required environmental impact or equality assessments.
- Monitoring and evaluating individual Towns Fund projects.
- Submitting regular monitoring reports to the Towns Hub.
- Receiving and accounting for the Town's funding allocation.

3 MEMBERSHIP

Chair

3.1 Boston Borough Council will appoint the independent Chair. It will consult the local MP and follow government guidance.

3.2 Elected representatives must not chair the Board. This includes MPs, local councillors and parish councillors.

3.3 The Chair will be responsible for:

- Leading the Board so it meets its aims, keeps track of progress, and supports good partnership working.
- Chairing meetings well and helping the Board discuss issues and make decisions.
- Approving the agenda and papers before they are circulated, so they can be sent at least 5 working days before the meeting.
- Approving the draft minutes so they can be sent no more than 10 working days after the meeting.
- Taking actions and making decisions outside Board meetings where the Board has given them this authority.
- Building and maintaining a positive working relationship with Boston Borough Council.
- Giving the Delivery Team clear direction so reports, actions and Board time are used well.
- Working with Boston Borough Council to agree the resources needed.

3.4 Boston Borough Council may remove the Chair after consulting the local MP and following a fair process if the Chair:

- Has failed to follow the required Code of Conduct, including the Nolan Principles.
- Has repeatedly failed to lead the Board effectively.
- Has failed to give the Delivery Team the direction and support it needs.
- Cannot carry out the role because of long absence or another reason.
- Has not maintained a suitable relationship between the Board and Boston Borough Council.
- Has failed to meet requirements set by MHCLG.

3.5 If the Chair resigns or is removed, the Board will make sure there is a smooth handover. If there is a Deputy Chair, they will act as interim Chair until a new Chair is appointed.

3.6 The Chair may appoint a Deputy Chair of the Board.

Other Board Members

3.7 Board membership should reflect Boston's wider community and bring the right mix of skills and experience. Membership must follow government guidance and may change if guidance changes.

3.8 The relevant local MP must sit on the Board.

3.9 The Leader of Boston Borough Council will represent the Council on the Board and link the Council and the Board. The Leader may name a deputy by writing to the Chair.

3.10 The Chair will appoint wider Board members after consulting Boston Borough Council and Board members, and in line with guidance.

3.11 Board members, including the Chair and any Deputy Chair, will serve for an initial term of 4 years or until 31 March 2030, whichever comes first. This starts from their appointment to the repurposed Board after these Terms of Reference are adopted. Members may be reappointed at the end of their term.

3.12 A Board member will stop being a member if they:

- Have served a term of at least 4 years, unless they are reappointed.
- Give written notice of resignation to the Chair.
- Are removed by the Chair, after consulting Boston Borough Council, because they have not followed the Code of Conduct.
- Are removed by the Chair, after consulting Boston Borough Council, because they have not supported the Board's work or have damaged the Board's reputation.
- Are removed because their role, background or experience no longer fits the Board's needs, for example after transition.
- Fail to attend four consecutive Board meetings, or attend fewer than 50% of Board meetings held within any rolling twelve-month period. In such circumstances, the Board may review the member's position and, having considered any exceptional circumstances, may request that the member respectfully stand down from the Board.

3.13 If both the Chair and Deputy Chair, if appointed, are absent from a formal Board meeting, the members present will vote to appoint a Chair for that meeting only.

3.14 The Board may set up sub-groups to work on specific issues or provide specialist input. Each sub-group will report directly to the Board. The Board will agree each sub-group's purpose, scope, membership and length of operation.

4 SUBSTITUTES

4.1 Substitutes may not attend Board meetings unless the Chair has approved this in advance. The only exception is the representative of Boston Borough Council, the Leader of the Council.

4.2 If the Leader of Boston Borough Council, or their appointed representative, will not attend and will not use a proxy vote, they must tell the Board Secretary at least 24 hours before the meeting.

5 ATTENDANCE AT MEETINGS

5.1 The Board will meet often enough to carry out its responsibilities, and at least every other month.

5.2 Formal Board meetings will usually be private. Formal Board decisions will be made at these meetings. The Chair may invite key partners or stakeholders to attend.

5.3 At least one Board meeting each year will be open to the public.

5.4 Informal Board meetings may also take place. These will be private. Other people and advisers may be invited as observers. They may speak if the Chair agrees, but they cannot vote.

5.5 With the Chair's agreement, a Board member may attend by phone, video call or similar method. They will count as present, may vote, and will count towards the quorum.

6 NOTICE OF MEETINGS

6.1 The Board secretariat will call Board meetings at the request of the Chair. The Chair will approve the agenda and meeting papers before they are circulated.

6.2 Unless agreed otherwise, Board members and others who need to attend will receive notice at least 5 working days before the meeting. The notice will include the venue, time, date and agenda. Supporting papers will be sent at the same time where appropriate. Minutes will be published on the website.

6.3 The agenda and any reports that are not exempt under legislation will be published on the Board's website.

6.4 Some meeting items may need to stay confidential. This may be because they are commercially sensitive, were given by government in confidence, relate to individuals, or include confidential third-party information. This is not a full list. If an item is confidential, the meeting notice will explain why. If the public are present, the Chair will ask them to leave before that item is discussed and voted on.

7 QUORUM

7.1 The Board is quorate when at least 5 Board members are present. Members may attend in person or remotely, if agreed under clause 5.5.

8 DECLARATION OF INTEREST

8.1 Board members must follow the Board's Code of Conduct and the Seven Principles of Public Life, also known as the Nolan Principles.

8.2 Board members must complete a declaration of interest form. The lead Council will keep this form on record.

8.3 Board members must declare any relevant interests before the Board considers a decision.

8.4 The Board must tell Boston Borough Council, as accountable body, about any declared interests. Boston Borough Council must record any action taken and any gifts or hospitality given to the Board or its members.

9 VOTING ARRANGEMENTS

9.1 Each Board member has one vote. Votes may be taken by a show of hands. Members may vote if they attend in person, attend under clause 5.5, or use a proxy vote.

9.2 If a Board member is absent, they may ask another Board member to use their proxy vote. This must follow the Board's agreed process.

9.3 Decisions will be made by majority vote.

9.4 If a Board member has a conflict of interest under the Board's Code of Conduct, they may not vote on that matter.

9.5 Unless they have a personal interest, the Chair will have a casting vote. For this purpose, "Chair" means the person chairing the meeting at the time.

9.6 If a meeting cannot be arranged in time, the Board may use a written resolution. It must be sent electronically to all Board members who should receive meeting notices. It will be valid if signed by a majority of Board members. It may be made up of several documents in mostly the same form, each signed by one or more Board members.

10 REPORTING

10.1 The Board Secretary will take minutes of Board meetings. The minutes will record what was discussed, what was decided, and who was present or in attendance. Draft minutes will be sent promptly to all Board members.

10.2 The Chair will approve the draft minutes before they are sent to the Board. Draft minutes must be sent to Board members no later than 10 working days after the meeting. They will remain draft until the Board approves them at its next meeting.

10.3 Approved minutes will be published on the Boston Town Deal website within 10 working days, except for any parts that are confidential.

10.4 The Board will produce an annual report on its activities.

11 GENERAL MATTERS

11.1 Board members must sign and return the Board's Code of Conduct at Appendix 2 and complete a Declaration of Interests each year. They must update their declaration when their interests change.

11.2 Board members may receive training when needed. This may include induction training for new members and further training during their time on the Board.

11.3 The Board will have access to officer support through the Boston Town Delivery Team so it can carry out its duties.

11.4 The Board may invite relevant third parties to attend Board meetings as observers. They may speak at the meeting if the Chair agrees in advance, but they cannot vote.

11.5 The Board will follow all relevant laws, regulations and guidance.

11.6 Some projects or proposals may be commercially confidential or sensitive. They may not be suitable for publication under data protection or freedom of information rules. Board members and invited third parties must respect confidentiality.

11.7 The Board is covered by the Data Protection Act 2018, Freedom of Information Act 2000 and Environmental Information Regulations 2004. Boston Borough Council will handle any requests under its policies and procedures.

11.8 Members of the public may contact the Board. The Secretariat will manage contact, and contact details will be published on the Boston Town Deal website. The Secretariat may involve the Chair or wider Board where needed.

11.9 Any Board member who accepts a gift or hospitality must declare it to the Chair and Lead Council within 7 days. Boston Borough Council will keep a gifts and hospitality register for anything worth more than £25 received by a Board member.

12 REVIEW

12.1 Government may publish new guidance on relevant funding streams. These Terms of Reference must be reviewed against any new guidance and updated where needed.

12.2 Boston Borough Council will support the review and suggest any suitable changes for the Board to adopt, whilst it remains as the lead accountable body.

12.3 The Board may change these Terms of Reference at any time, as long as the changes do not conflict with government guidance. They will be reviewed every year and whenever guidance changes.

BOSTON NEIGHBOURHOOD BOARD MEETING
Date

Agenda Item No:	7		
Report Title:	Communications report – July		
Author:	Michelle Gant	**Presenter:**	Michelle Gant
		Item For:	
		Information	X
		Discussion	
		Decision	

1. Report Executive Summary and Main Issues

The report summarises communications highlights since May 2026 including:
- Key communications activities and outcomes over the last two months, and
- Upcoming communications and engagement activities, aligned with the Board's work.

2. Detail

A: Communications activities

Media releases:
- A media release has been created and issued on the appointment of the new Chair: Permanent Chair Appointed for Boston Neighbourhood Board – Welcome to Boston Neighbourhood Board Website
- A media release has been issued around Healing the High Street progress, and in particular, the completion of work at 22, Wide Bargate: Boston Town Centre Properties Given New Lease of Life – Welcome to Boston Neighbourhood Board Website
- A draft media release has been prepared around the Board's 'quick wins' funding decisions; this will be finalised with supporting quotes from projects.
- A quote from the Chair was also included in the Fydell House reopening media release.

Chair's Updates:

A Chair's Update will be finalised and issued following the announcement of the 'quick wins'.

Branding:
A communications toolkit has been developed for projects supported by Pride in Place funding. The toolkit sets out branding use, and also provides a steer for collaborative communications between the project in receipt of funding and the Board.
Social media:
Social media content has focused on the appointment of the new Chair, the completion of 22, Wide Bargate, as well as content on Shodfriars and Fydell House. In addition, information has been provided around the Cultural Census, the Tour of Britain, and the Town of Culture.

Upcoming activities:

- Finalise and issue communications around the quick wins;
- Liaise with projects receiving funding to identify communications milestones; these will feed into a communications and engagement strategy / plan for Pride in Place;
- Communications and engagement aligned with the cluster group work, to maximise meaningful community involvement and public awareness.

Longer term considerations:

- Communications and engagement strategy / plan for Pride in Place;
- Establishing Instagram/Tik Tok, potentially working with a cohort of young people;
- Towns Fund programme 'closing out' communications including annual report, press release; social media content, and project case studies as a recorded legacy of the programme.

B: Measurement and evaluation
Traditional media coverage

- Permanent Chair Appointed for Boston Neighbourhood Board - Latest news from Boston, Lincolnshire
- Before and after: Work to transform historic Boston building now complete
- Boston Town Centre Properties Given New Lease of Life - Latest news from Boston, Lincolnshire
- 'Grandest house in Boston' set to reopen with free tours after £2.3m revamp

Social media
Facebook

- 2,175 followers
- 30 net follows, 11 unfollows (22.05.26 – 22.07.26)

22.05.26 – 22.07.26
Views: 36k
Viewers: 15.2k
Content interactions: 376
Link clicks: 129
Visits: 603

Examples of Facebook engagement:

1. **Work completed on 22, Wide Bargate**

Boston Town Board
Published by Michelle Gant · 25 June at 12:45 ·

Work is now complete to improve one of Boston's historic buildings.

Grade II listed 22, Wide Bargate has had roof and window repairs and the exterior of the building has been refreshed. The project has received a grant through the Healing the High Street scheme which is a Boston Neighbourhood Board project.

- Views: 14,228
- Viewers: 9,830
- Impressions: 9,896
- Engagement: 999 (97 reactions, 16 comments, 870 clicks, 4 shares)

2. Hello from Boston – Town of Culture entry

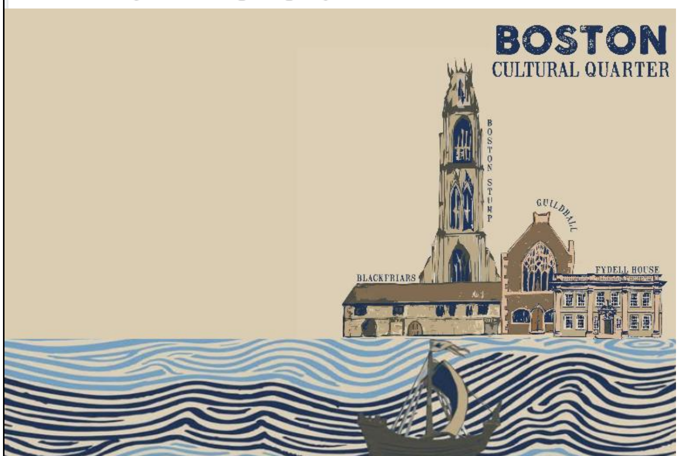
Boston Town Board
Published by Michelle Gant · 2 July at 09:52 ·

Hello from Boston!

We've officially entered the competition to be UK Town of Culture in 2028!

To celebrate, we've sent in a digital postcard from our town; you can read it here:
https://www.google.com/maps/d/u/0/viewer...

Boston....one minute you're stepping through world-changing history, the next you're by the river with a coffee just watching life go by.



- Views: 7,027
- Viewers: 4,657
- Impressions: 4,775
- Engagement: 674 (76 reactions, 16 comments, 569 clicks, 8 shares)

3. Permanent Chair appointed

Boston Town Board
Published by Michelle Gant · 17 June ·

Emma Tatlow, Chief Executive of Active Lincolnshire has been announced as Permanent Chair for Boston Neighbourhood Board. Councillor Dale Broughton and Richard Tice MP for Boston and Skegness have both been part of the selection process.

- Views: 4,315
- Viewers: 2,198
- Impressions: 2,378
- Engagement: 253 (24 reactions, 2 comments, 212 clicks, 6 shares)

LinkedIn

20.05.26 – 20.07.26

613 followers, increase of 15

- Impressions: 4,222
- Reactions: 212

Examples of LinkedIn engagement

1. Permanent Chair appointed

Boston Neighbourhood Board
613 followers
1mo •

Emma Tatlow Chief Executive of Active Lincolnshire has been announced as Permanent Chair for Boston Neighbourhood Board. Councillor Dale Broughton and Richard Tice MP for Boston and Skegness have both been part of the selection process.

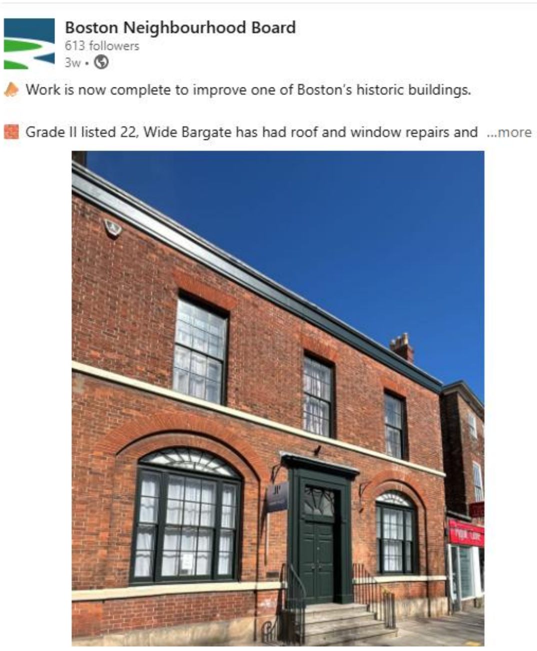
- Impressions: 986

- Engagements: 89
- Clicks: 39
- Reactions: 49

2. Hello from Boston – Town of Culture entry

- Impressions: 517
- Engagements: 54
- Clicks: 19
- Reactions: 31

3. Work completed on 22, Wide Bargate



- Impressions: 381
- Engagements: 31
- Clicks: 10
- Reactions: 20

	Website engagement 22.05.26 – 22.07.26 • 17.6k impressions *(how many times a user saw a link to Boston Town Board website in search results)* • 182 total clicks *(how many times a user clicked through to Boston Town Board website)* **Most engaged pages:** • Shodfriars Hall 28 clicks / 436 impressions • Pride in Place 16 clicks / 151 impressions • About 15 clicks / 229 impressions 'Shodfriars (Hall)' and 'Boston Town Board' were the most searched queries.
3.	**Implications / Risk Register *(must be completed***

Risk Register No.	Strategic Driver	Topic	Detail

4.	**Recommendation(s) and Proposed Actions**
	The Board is asked to note the contents of the report.
5.	**Circulation and Communication**
	Board members

	The report highlights key messages and activities for communication in the coming months
6.	**Appendices**
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