BOSTON NEIGHBOURHOOD BOARD

BOSTON NEIGHBOURHOOD BOARD MEETING

Thursday 24 August 2026 at 2pm

Venue: via TEAMS

AGENDA

1.	Welcome, Apologies for Absence & any Declarations of Interest	
2.	To agree the Minutes of the Boston Neighbourhood Board Meeting held on 30 July 2026 and note the Outstanding Action Plan ***(Encs)***	
3.	Boston Board Members' News - *For Information*	**ALL**
4.	Collaboration Conference - Proposal - *For approval* ***(Enc)***	**MG/ET**
5.	Board Development Session - 28 September - *For approval* ***(Verbal)***	**ET**
6.	Pride in Place Programme - Projects Update - *For Information*	**LS**
7.	Communications Forward Plan - *For Information* ***(Verbal)***	**MG**
8.	Any Other Business	

PRIDE IN PLACE

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Minutes of the Boston Neighbourhood Board Meeting
held on Monday 30 July at 2pm
At the Mayflower Centre, Boston and via Teams

Board Members:	Emma Tatlow - Active Lincolnshire (Chair), Alison Fairman, BEM - Community Representative, Andy Lawrence - Port of Boston, Jacqui Bunce - NHS, Inspector Ian Cotton - Lincolnshire Police, Neil Kempster - Chestnut Homes, Toby Ellyatt Dawson - Away Resorts, Tracy Stringfellow - Heritage Lincolnshire, Jurate Matulioniene - Boston Lithuanian Community Group and Claire Foster - Cultural Compact
Support Team:	Maria Cotton, Jon Burgess, George Gustard, Amber Lawson and Michelle Gant

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1. Welcome

Emma Tatlow opened the meeting and welcomed all members. ET noted that this was her first meeting as Chair. Board members and the support team gave personal introductions.

2. Apologies for Absence

Apologies for absence were received from Cllr Mike Gilbert, David Fannin, Lynette Leith, Luisa Stanney, 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 22 June 2026

The minutes of the meeting held on 22 June 2026 were approved as a true and accurate record.

(b) Action Plan

The Board reviewed progress against the Action Plan. It was noted that updates on Community Safety Officers would be provided to the Board. The Terms of Reference would be reviewed later in the meeting. Boston Business Association has been contacted; MC has had a meeting with Tony Cammack and he and Joe Gray will join the board from the August meeting onwards casting only one vote between the two of them. The Cluster Lead meeting took place, and a summary of the meeting has been provided to all. All projects received an outcome letter and the initial projects agreed have also received heads of term letters. Members agreed that all outstanding actions would remain under review.

5. Pride in Place Programme

(a) Notes of Cluster Group Meeting

All decision letters have now been issued to project leads. It was emphasised that Cluster Groups are intended to support collaboration and help identify community needs, rather than serve as a bidding process for funding. Expectations will need to be carefully managed, as the narrative around '£20 million funding' sounds a lot, but is not all available in the first year/s. Members were reminded that Cluster Group discussions should build on existing projects and explore opportunities for partnership and alignment, rather than initiate entirely new conversations. A Community Conference was proposed as a potential format for the initial Cluster Group meetings, helping to ensure a shared understanding that the process is focused on co-production and collaboration rather than competition for funding. It was also noted that the current approach of slowing the process down is designed to maximise opportunities and achieve the best outcomes.

(b) Projects Progress - Quick Wins

The group acknowledged that the programme is now moving into the delivery phase, with all Year 1 revenue funding already allocated. A request was made to replace the term "quick wins" with "Year 1/Early Impact Projects" in future communications.

(c) Boston Tour of Britain Cycling Event Update

Members received an update following the business engagement event for the Tour of Britain held earlier that day. Plans are progressing well and include a range of community engagement activities, such as a children's bike design competition, bike-themed prizes and vouchers, bike upcycling initiatives, a bubble bike attraction, and the involvement of Transported. It was suggested that ET be invited to act as a competition judge, and Board members were encouraged to help promote the event and consider how they may wish to be involved. Preparations across the town are increasing, there will be land art visible from overhead cameras, Lincolnshire and British-themed bunting, weekly countdown communications to businesses, and a planned deep clean in the week preceding the event. The route has been scoped and prioritised, with property owners and businesses being contacted regarding improvements, banners, and promotional displays. Commentary information is also being prepared for event broadcasters. Discussion highlighted the importance of securing a lasting legacy from the event, including evaluating its economic impact, with Lincoln contributing 50% of the cost of the initial assessment, as well as exploring longer-term benefits such as improved cycling infrastructure, active travel initiatives, safer cycling promotion, road and cycle lane improvements, and encouraging walking and cycling within the town centre. Members noted the significant amount of work required within a short timeframe and requested a breakdown of the Board's funding contribution.

Action:

- MC to provide a breakdown of ToB investment

6. Boston Neighbourhood Board - Terms of Reference

Members reviewed the revised Terms of Reference, noting that the document had been streamlined and the wording refreshed to ensure the language used is inclusive, in plain English and reflects the values of Pride in Place. There were no fundamental changes made to the underlying principles. It was confirmed that Local Government Reorganisation (LGR) is not expected to have a significant impact to PiP, other than changes to council naming arrangements. Looking ahead, it was noted that the establishment of a Town Council may present an opportunity for council representation on the Board. Members also received an update on revised guidance, including the requirement that at least 51% of Board members must be local representatives, with no longer any designated essential members. Attendance expectations for Board meetings are now also included within the governance documentation.

It was suggested that a planner or timeline of key programme milestones would assist the Board in understanding future requirements and priorities.

Members highlighted the importance of increasing diversity within the Board, particularly through the recruitment of younger representatives, and agreed that workshops could be provided to support community representatives in understanding the role of Board membership and the wider Pride in Place programme. The importance of creating an inclusive environment for all members was emphasised.

The Board also considered approaches to recruitment, induction and succession planning. Members discussed improving the experience of joining the Board, including opportunities for mentoring and learning from new members' experiences. It was suggested that Board members could bring a "plus one" to meetings as part of a mentoring approach, allowing prospective members to gain insight into the Board's work and encouraging wider participation. Members noted that reducing the use of acronyms and considering more accessible formats for introductory meetings would support inclusivity. Previous examples of opening meetings to members of the public were referenced as a means of encouraging engagement.

Further discussion considered the composition and future needs of the Board. Members suggested undertaking a skills audit to identify strengths, gaps and future recruitment needs, while also reflecting on the appropriate size of the Board. It was agreed that recruitment processes should remain open and transparent and that membership should reflect the wider community rather than focusing solely on skills and experience. Members also discussed the wording of section 3.7 of the Terms of Reference, noting that it appeared overly broad and should be reviewed. The Board agreed the Terms of Reference, subject to revisions to section 3.7, with final amendments to be approved electronically via email.

Action:

- Create a planner/timeline of key programme milestones to assist the Board - LS/AL
- For new members - What is it like to join the board? What can be learnt from your experience? - TED
- Review section 3.7 of the Terms of Reference and seek approval by board over email - LS

7. Communications Update

Members received an update on communications and community engagement activity, noting plans to hold a Community Conference as part of the Cluster Group work to support engagement and collaboration across the programme. Work is also underway to develop positive communications highlighting the impact of the Year 1/Early Impact Projects, with members recognising that communities respond positively to visible examples of local improvements and outcomes.

The Board discussed the use of different communication channels to reach a range of audiences. Facebook was identified as the most widely used platform for engaging local communities, while LinkedIn remains effective for stakeholder and partner communications. Instagram will be utilised more actively to showcase visual content and project progress, and the future use of TikTok may also be explored to broaden engagement opportunities. Members acknowledged the importance of tailoring messages and communication styles to suit different audiences and platforms.

During the discussion, a Board member raised the potential opportunity to install large digital screens on key routes into and through Boston, to promote local events, activities and achievements including Blackfriars and Boston United. Members agreed that there is a need to tell Boston's story more effectively, highlighting local successes and celebrating the town's strengths as part of the vision for 2030.

8. Capacity Funding - Verbal Update

The Board were informed that a programme dashboard was under development and is being formulated to support programme oversight and monitoring.

Members noted that £175,000 remains available within the Capacity Fund. This amount is lower than previously reported due to the Board's earlier decision at the December meeting to ringfence £100,000 for the work of the Cultural Compact project and team in supporting the development of proposals to support Boston 2030. It was agreed that the remaining Capacity Fund allocation could be used to support further feasibility work and/or community engagement activities. The Board was also advised that no additional Capacity Funding will be available in future years; however, any unspent funding may be carried forward into subsequent years.

Capacity Funding for Cultural Compact

CF will bring a paper to a future Board meeting outlining projected expenditure and planned use of funds against the allocated capacity funds.

The Board discussed preparations for the 7 September 2030 anniversary of the naming of Boston, Massachusetts, and the opportunity this presents for the town. Consideration was given to governance and leadership arrangements for the 2030 programme, specifically due to anticipated changes within the local Council structures under Local Government Reorganisation It was suggested that the Cultural Compact could take a leading role, working alongside the Boston Neighbourhood Board and potentially a new Boston Town Council. Members emphasised the importance of establishing a broad strategic partnership and maximising opportunities to secure external funding.

The Board heard that previous investment through the Pride in Place programme is being used to leverage additional funding opportunities, including potential applications to organisations such as The

National Lottery Heritage Fund. Members also noted that the Cultural Compact is funded by Arts Council England.

To ensure continued oversight and strategic discussion, it was agreed that the Cultural Compact will become a standing agenda item at future Board meetings.

It was noted that 2030 will also mark the conclusion of the first regeneration plan. Considering this, members agreed that 2030 should now be positioned as Boston's Year of Culture, replacing the previously proposed target year of 2028.

Finally, members were advised that an Arts Council England Executive representative is expected to attend Illuminate on 27 November. The visit was recognised as an important opportunity to showcase activity and encourage further external investment and funding support for Boston's cultural ambitions and the Board were encouraged to attend the event if available.

Action:

- CF to bring a paper to board outlining projected expenditure and planned use of funds.
- Cultural Compact to become a standing agenda item to update on Boston 2030 workstreams.

9. Chair’s Update & Board Development Thoughts

The Chair’s board development item will be included in the next meeting due to time constraints.

10. Any Other Business

Members received updates on a range of local projects and initiatives.

- JB - It was noted that work is now underway on the Community Diagnostic Centre (CDC).
- ET reported she’d attended the recent Transported Arts Symposium and highlighted Fydell House and Shodfriars were both looking great now.
- The Board was also informed that Active Lincolnshire has secured and signed a c.£1+ million Sport England contract for Boston, covering activity across the district. Members welcomed the investment and the opportunities it presents to support health, wellbeing and active lifestyles within local communities.
- Magneto Films expressed an interest in documenting a future Board meeting and interviewing Board members to help showcase the work and impact of the programme.
- ET advised that she is having individual meetings with Board members and noted that a tour of the Port had taken place earlier that morning to further develop understanding of local opportunities and priorities.

Date of Next Meeting

Monday 24 August 2026 at 2.00 pm - on Microsoft Teams.

OUTSTANDING ACTIONS 2026

ACTION(S)	ACTION BY:	MEETING DATE
Review section 3.7 of the Terms of Reference and seek approval by board over email.	LS	By Email August 2026
Maria Cotton to provide a breakdown of ToB investment	MC	October 2026
Evaluate Town Board projects - lessons learned	JB	October 2026
Report on how Completed Town Deal projects have been branded	JB	October 2026
Capacity Funding Update	JB	October 2026
Boston 2030/Cultural Compact Update - CF to bring a paper to board outlining projected expenditure and planned use of funds.	CF	October 2026
Create a planner/timeline of key programme milestones to assist the Board.	LS/AL	October 2026
Emma Tatlow, Active Lincolnshire - Presentation on Sport England Investment for Boston	ET	November 2026
Boston Business Association - Update Report	Matthew Hogan	November 2026
For new members – What is it like to join the board? What can be learnt from your experience?	TED	November 2026
Board to receive an update on the work of Community Safety Officers.	Emily Spicer	November 2026

BOSTON NEIGHBOURHOOD BOARD MEETING
24 August 2026

Agenda Item No:	**4**
Report Title:	**Collaboration Conference**
Author:	**Luisa Stanney**
Item For:	**Decision**

1.	**Report Executive Summary and Main Issues**
	The purpose of this report is to outline in further detail the idea of a Collaboration Conference which was briefly discussed at the last Board meeting when it was referred to as a “Community Conference.” This report seeks approval from the Board to consider arrangements for the Conference and sets out a suggested outline for the day at Appendix 1 which has been prepared by Michelle Gant.

2.	**Detail**
	Background The Boston Neighbourhood Board's themed Cluster Groups have been established to provide direction for Years 2 to 4 of the Pride in Place programme. Their work is strongly informed by community engagement, local insight and partnership working, ensuring investment priorities reflect the needs and aspirations of local people. Within this context, the Collaboration Conference will provide a shared platform for Cluster Groups, partners, community organisations and project leads to come together. The event will facilitate access to knowledge, expertise, insight and connections that support collaborative decision-making and help shape future investment in a coordinated and meaningful way.

The conference represents an important milestone in developing Pride in Place investment plans for Years 2 to 4, ensuring funding decisions are informed by evidence, community need, partnership opportunities and alignment with wider programmes of investment and intervention.

Purpose

The purpose of the Collaboration Conference is to create a collaborative space where stakeholders can share knowledge, insight and experience to co-design Pride in Place funding priorities for Years 2 to 4. Through meaningful dialogue and partnership working, the conference will help ensure future investment reflects community need and opportunity, complements existing initiatives and maximises collective impact across Boston.

Objectives

The Collaboration Conference will:

- Build and strengthen relationships that support effective partnership working and practical collaboration.
- Provide meaningful insight, evidence, and learning to inform future Pride in Place investment decisions.
- Identify opportunities, gaps, and priorities within existing community resources, services, and provision.
- Deepen understanding of community needs, aspirations, and emerging opportunities, building on previous consultation and engagement activity.
- Explore opportunities to align Pride in Place investment with other funding streams, programmes, and interventions to achieve a more coordinated and sustainable approach.
- Bring together project leads and organisations represented within the Cluster Groups to further develop project ideas, identify synergies between proposals and explore opportunities for joint working and shared delivery.
- Encourage innovative thinking and collaborative problem-solving that can enhance outcomes for local communities and maximise the impact of available resources.

Intended Outcome

By the end of the Conference, stakeholders will have developed stronger partnerships, identified opportunities for collaboration and alignment and generated shared insight that will help shape recommendations and investment decisions for the next phase of the Pride in Place programme.

3.	**Recommendation(s) and Proposed Actions**
	The Board is asked to agree the proposed plan for the Collaboration Conference.
4.	**Circulation and Communication**
	Boston Neighbourhood Board Collaboration Conference Proposal

5.	**Appendices**
	Appendix 1 - Collaboration Conference

Appendix 1

Boston Collaboration Conference:

Proposal

Context

The Boston Neighbourhood Board 'Pride In Place' fund is one of a number of investment streams focussing on supporting local residents and enhancing Boston. We know there are many organisations committed to similar outcomes and engaging local people in decisions through collaboration and co-creation.

Informed by community engagement and partnership working, key themes are emerging to shape the Pride in Place investment that matter to local people. We recognise there are many local organisations who can and are already enabling and bringing to life meaningful opportunities, programmes and outcomes for local people.

The Boston Neighbourhood Board has started to bring local leaders together around these themes in clusters. The clusters are intended to help shape the direction of pride in place investment in years two to four of the programme and bring a shared vision around these themes. We want to work with other local organisations who are also investing and connected to these themes, so that together we can work on aligning and maximising the impact of all of our collective funding, insight and community connections.

We have had some very strong expressions of interest submitted for programmes and will build on these. We believe that this approach will deliver meaningful outcomes for Boston that reach beyond any one sector or investment stream.

Purpose

The purpose of the collaboration conference is to provide a space for sharing knowledge, insight, and connections to co-create Pride in Place funding decisions for years two-four, ensuring the programme reflects community need and opportunity and aligns with wider funding and investment.

Objectives

The objectives of the collaboration conference are:

- To create and build connections that support practical working together;
- To gain meaningful insight and knowledge that can shape decision-making;
- To share learning and information about a range of investment streams and programmes in Boston;
- To identify opportunities and gaps in community resources and provision;
- To understand community needs and aspirations, building on existing knowledge gained from consultation and engagement;
- To find ways to align with other funding, investment, and interventions to ensure a joined-up approach.

Narrative

By working together, we can make sure that the Pride in Place funding makes a meaningful and long-term difference for the people of Boston, and that it complements and not duplicates other programme investment in the town.

By sharing our resources, knowledge, and insight, we can focus this funding where it meets need and opportunity, and aligns with other funding and activities in a joined-up way for the benefit of the town.

Boston Neighbourhood Board invites you to join us at our **collaboration conference**, a chance for us to come together, discuss community needs and opportunities, identify ways to work collaboratively, and ultimately co-create funding decisions.

As someone who shares our commitment and ambition for the town, we would really welcome your knowledge, expertise, and experience to help shape the Pride in Place programme for Boston, and how this joins up with existing work and other investment.

Attendees

The collaboration conference is positioned as an event for stakeholders and partners who are facilitating and delivering investment, interventions, and funding programmes in Boston. It is for people who have an influential role in making change happen in the town, through their knowledge, understanding, or activities. Recommended invitees include:

- Council members and officers
- Stakeholders, such as the Mayoral Authority
- Key community and voluntary organisations
- Representatives of other significant programmes and investment streams
- Representatives from the themes
- Project leads from the expression of interest applicants

A focus is on invitees who reflect the themes of the cluster groups, and all board members are invited to put forward suggested invitees.

NB: The collaboration conference is not aimed at residents; however residents will be the focus of future community engagement and a community conference.

Format

The conference will be an in-person event held in Boston. It will be designed to be informative and interactive: it is suggested that cluster theme leads play a leading role in facilitating conversations, recognising the important role they will play in co-creating the programme for years two-four. A briefing note will be prepared for facilitators.

Timing

It is anticipated that the event will take place in early October over a half-day period.

Suggested programme

Time	Activity	Details	Lead
12.30pm	**Arrival**	Arrival and lunch	
1pm	**Welcome**	Welcome and introduction to the afternoon	Emma
1.10pm	**Understanding Boston**	What we know: Short ‘speed dating’ 5- 10 minute presentations sharing key insight and knowledge of Boston. These could be anchored by a PowerPoint, or they could be more informal; they could be presented as statistics, quotes, or narrative. The purpose is to take a high-level view of the place and people from a variety of perspectives. This will include Boston programmes and investment (such as Boston 2030, Rosegarth Square, and other local authority investment, amongst other funding strands and programmes) that show where the town is now. Suggested presentations could potentially include: • Council representative on the place • CVS Lincs: One Boston Masterplan insight • Boston Neighbourhood Board insight • Active Lincolnshire Place Based work • ‘On the ground’ council officer.	TBC
1.40pm	**Individual reflections**	Invite everyone to capture their own one or two sentence reflective summary of Boston.	
1.50pm	**Themed conversations**	Facilitated by cluster group theme leads. All attendees will be allocated groups (colour coded) by theme. They will align with the cluster groups and will cover: • Cluster 1 - Culture, Heritage & Creative Arts • Cluster 2 - Wellbeing, Parks & Active Communities • Cluster 3 - Safety, Town Centre & Public Realm • Cluster 4 - Youth Engagement & Enterprise • Cluster 5 - Heritage Infrastructure & Built Environment	Cluster group theme leads

		Attendees will then breakout into groups to consider: 1. Three key thoughts on our theme (as a round) 2. What's happening already around our theme? (group discussion using a flipchart) 3. What other funding and resources are available? (group discussion using a flipchart) 4. What are the gaps and opportunities? (group discussion using a flipchart) * *In addition, there will be a themed group for community engagement and communications. This will seek to map opportunities for community engagement, and discuss a shared narrative and ways to link up on communications.*	
2.30pm	**Coffee break and walkaround**	Following a coffee break, recognising that there is a crossover of themes, attendees will be invited to walkaround and visit other themed breakout areas. They will be able to read the flipcharts, speak to cluster theme leads, and add any additional relevant thoughts and comments. This will ensure that opportunities and gaps aren't missed.	
3pm	**Themed conversations**	The groups will get back together and share: • Reflections on conversations (a round) • Capture learning and commit to actions (write down three key points of learning and three (at least!) clear actions to take forward from the discussion)	
3.20pm	**Learning and commitments**	Theme leads share their points of learning and actions	
3.30pm	**Working together**	Group discussion on ways to work together going forward (could be as simple as keep connected via email)	
3.40pm	**Final comments**	Summing up and next steps	Emma
3.45pm	**Ends**		

Next steps

- **Follow-up:** a communication would be shared with all attendees reflecting feedback, learnings, commitments, and any actions from the day.

- **Cluster group engagement:** it is suggested that cluster group theme leads meet for a catch-up following the conference to discuss their next steps and identify shared opportunities. Subsequently cluster group theme leads would carry out further conversations and engagement following on from the event, to gain further insight and build connections. Community engagement and communications support would be provided with this, including engagement with the 'engaged participants' identified through previous consultation.
- **Community conference**: to gain further community insight in a joined-up way, and to showcase investment decisions and opportunities so far, a community conference is proposed. This would be an interactive and informal event where people could 'drop-in' to share thoughts and feedback to determine where funding is prioritised. Different engagement methods could be employed to create interest, and the conference could be delivered collaboratively with partners to maximise involvement. There would also be a capacity-building element to it, to identify and engage with members of the community with an interest in playing an active role in Pride in Place in future.
- **Communication**: there would be ongoing communications throughout to keep people informed and aware of the work of the Board, and how they can get involved.

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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 the diversity, demographics and characteristics of Boston's population, whilst providing the range of skills, experience and perspectives needed to support effective decision-making. The Board should seek to ensure representation from different sectors, backgrounds and communities, enabling it to draw on a breadth of knowledge, insight and expertise. Membership should evolve over time to better reflect the communities it serves and to respond to emerging priorities, whilst continuing to meet relevant government guidance and may change if that guidance is updated.

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.