



**Nelson Pride In Place Board**  
**Nelson Town Hall, Wilson Room**  
**Friday 13<sup>th</sup> March 2026 at 9:15am**

### **PRESENT MEMBERS**

Sajad Butt (SB) , In the Chair  
Christine Blythe (CBly)  
Ruth Thompson (RT) & Katie Fisher (KF)

Asjad Mahmood (AM)  
Karen Arciniega (KA)  
Rauf Bashir (RB)  
Andrew Dewhurst (AD)  
Azhar Ali (AA)

3B Systems  
Burnley, Pendle and Rossendale CVS  
Representing – Jonathon Hinder Member  
of Parliament  
Councillor  
McDonald’s Franchise Owner  
Building Bridges  
East Lancs Learning Group  
Lancashire County Council Councillor

### **OFFICERS**

Sue Rae (SR)  
Iftikhar Bokhari (IB)  
Mevish Mahmood (MM)

Pendle Borough Council  
Pendle Borough Council  
Pendle Borough Council

### **1. Apologies for absence**

Apologies for absence were received from, Claire Bennett, Dean Langton, Phillip Spurr, Rob Grey, Shahid Shabbir and Faraz Ahmed.

### **2. New Board member intro**

Andrew Dewhurst from East Lancs Learning Group was introduced as a new board member. He shared that he is the Vice Principal and Engagement Lead.

Ruth introduced Katie Fisher as her replacement in her role as Office Manager for Jonathan Hinder MP, as Ruth will be retiring.

All board members then introduced themselves, stating their names and roles for the benefit of the new members.

### **3. Declarations of Interest**

The following declarations of interest were noted:

- SB declared an interest in 3B Systems.
- RB declared an interest Building Bridges.
- AD declared an interest Positive Action In the Community.

#### **4. Minutes of the Previous Meeting (20.02.26)**

SR stated that the Terms of Reference for the Task and Finish Group are still ongoing.

IB requested that the trip to Hastings be included in the minutes (page 4). IB also suggested that positive case studies and similar trips should be considered for Nelson.

RB asked whether visitors such as employees or individuals being mentored within board members' organisations could attend NPIP Board meetings for training purposes. RB also asked whether such individuals could attend as substitutes in place of board members who are unable to attend.

SR advised that this required agreement from the board and should be included in the Terms of Reference. SR clarified that NPIP Board meetings are generally not open to the public. SR also shared government guidance 'The Pride in Place governance guidance sets out the roles, responsibilities, and structure of Neighbourhood Boards, but does not require boards to meet in public or to operate as public committees of the council.' confirming that board meetings are not required to be open to the public.

AA expressed that they were not in favour of making the meetings public, noting that doing so could hinder the board's ability to operate effectively.

RB clarified that the intention was not to make meetings public, but to allow opportunities for learning and development for colleagues and employees.

KA agreed with RB, stating that due to other commitments, they may not always be able to attend meetings and would value the option to send a trained substitute to represent them.

CBly also supported this view, noting that they serve on two boards and sometimes face scheduling conflicts.

AA stated that clear guidelines would be needed: if individuals attend for training purposes, they should do so as observers only and should not participate in discussions. Participation should only be permitted if they are formally attending as a substitute for a board member.

Following a detailed discussion, the board agreed that meetings would not be made public. However, it was agreed that colleagues, employees, or volunteers from board members' organisations may attend for training and development purposes and may act as substitutes when required. If attending as observers, they must not contribute to discussions during that meeting.

This arrangement will be reflected in the Terms of Reference.

A further discussion was held regarding the importance of transparency. It was emphasised that the board should continue to operate in an open and transparent manner. Members agreed that transparency has always been a core principle of the board and that it should remain central to how it conducts its work.

At the end of the discussion, SB asked whether the board has a website. SR confirmed that a website is now live and will continue to be developed over time. The website is called Nelson Pride in Place.

## **5. Matters Arising**

IB stated that he had arranged a meeting with HR to raise Mevish's absence. However, the Board agreed that this was no longer necessary, as Mevish has now returned from sickness absence.

## **6. Identification of Priorities within the four themes for Years 2-4**

See workshop Summary attached.

## **7. Board members**

- There are currently two vacancies on the Board: one representing the Health sector and one representing the Business sector.
- The suitability of the Expression of Interest (EOI) form was discussed.

SR stated that there is a need for a clear and transparent process when defining the roles and expectations of new board members, including how specific these roles should be.

AD suggested using the Lancashire Labour Market database to identify key industries, particularly for business representation. This approach would support a more transparent and evidence-based method of engaging relevant local businesses. SB noted that one drawback of engaging large businesses is that senior representatives may have limited time or may not consistently attend meetings. AD responded that there should not be an expectation for CEOs to attend, and that appropriate representatives could be nominated instead.

RB advised that the Board should not rush the recruitment process and should avoid placing unnecessary pressure on filling the vacancies immediately. It was suggested that the Board take time over the coming months to identify and appoint the most suitable candidates.

## **8. Logo Design**

The Board was presented with four logo design options. Following discussion, the majority of members agreed to select Option B.

## **9. Photographer - next meeting Friday 24<sup>th</sup> April.**

It was noted that a photographer will attend the next meeting on Friday 24th April.

SR reminded all members to attend in person for a group Board photograph.

#### **10. Time of the meeting**

The board was Reminded that the meeting is usually 2 hours but the room booked for 3 for flexibility

#### **11. First Year funding - projects**

CBly provided a brief update, noting that clarification is still required from a small number of projects on specific points. SR will meet with the legal team before any formal offers are issued. It was also confirmed that other project enquiries will be placed on a waiting list until final decisions have been made.

CBly then raised the question of whether a small grants programme should be created to support projects currently on the waiting list.

A discussion followed. RT expressed support for introducing a small grants programme to demonstrate early “quick wins.” SB agreed with this approach, highlighting the potential to generate positive momentum and visibility for the programme. However, RB did not support this proposal, emphasising the importance of maintaining a consistent and structured approach to funding. RB suggested waiting until July, when there would be a clearer overall picture of available funding.

Following discussion, it was agreed that projects will remain on a waiting list until an additional funding stream becomes available.

#### **12. Any Other Business (AOB)**

RT provided an update following a recent meeting with MHCLG. It was noted that the Nelson Pride in Place programme had been reviewed, particularly in relation to the Board’s structure, processes, and its work within Nelson.

SR informed the Board that official guidance has now been received from MHCLG on how to monitor funded projects.

SB asked SR whether it would be possible to approach Phillip Spurr and Dean Langton to explore bridging the gap for projects that require an imminent start, until funding from MHCLG is received.

SB also thanked the Board for all their efforts and expressed gratitude to Ruth for her time on the Board and her contributions to its work.

#### **13. Action Points**

- SR/MM to update the Terms of Reference to reflect that colleagues, employees, and volunteers can attend for training/development or as substitutes, with clear guidance on observer participation.

- SR to meet with the legal team before issuing formal project offers.
- All Board members to attend in person on Friday 24th April for a group photograph.
- SR to approach Phillip Spurr and Dean Langton to explore options for bridging funding for projects that need to start imminently until MHCLG funding is confirmed.

#### **14. Date of Next Meetings**

**9.15am Friday 24<sup>th</sup> April**

**9.15am Friday 22<sup>nd</sup> May**

**9.15am Friday 19<sup>th</sup> June**

**9.15am Friday 17<sup>th</sup> July**

**9.15am Friday 14<sup>th</sup> August**

**9.15am Friday 11<sup>th</sup> September**