BIRKENHEAD CENTRAL PRIDE IN PLACE - BOARD MEETING

Date:	Thursday 13th Aug 2026
Time:	16:00 - 19:00
Venue:	Make Hamilton, 69-71 Argyle St, Birkenhead, CH41 6LQ
Distribution:	All board members
Board Members (voting):	Liam Kelly Lizzie Edge Amy Butterworth Duane Chong Philip Barton Rob Cumine Ruth Rundle Cllr Pat Cleary Pauline Crocker Helen Collinson Jayne Wilson
Co-opted Board Members (non voting):	N/A
Others:	Kate Pearce (Accountable Body) Sarah Rogers (GroundsWell, University of Liverpool) Sem Lee (GroundsWell, University of Liverpool) Ellen Schweller (GroundsWell, University of Liverpool)
Apologies:	Alison McGovern MP Craig Pennington Mohammed Haque Sabra Ahmed
Date of Next Meetings:	Not Confirmed

PUBLIC AGENDA - BOARD MEETING

#		Item Title	Who	Minutes	Agreements & Actions
1	**Housekeeping**				
	1.1	Welcomes	Liam	Welcome everyone to the meeting	
	1.2	Declarations	Kate	LK introduced member set the meeting and set out that the style of the meeting would be a workshop.	No new declarations
	1.3	Appointments and resignations	Liam		No appointments or resignations
	1.4	Minutes of previous meetings	Liam	Liam offered an apology for the late circulation of the minutes.	The minutes were reviewed and agreed as an accurate record of the meeting held on 9th July 2026
	1.5	Actions from the previous meeting	Liam	1. Share board expectations document 2. Submit boundary revision 3. Share PLACED presentation 4. submit feedback around dates and timings for board meetings	All actions were discharged
2	**Notices**				
	2.1				No notices were received
3	**Finance**				

	3.1	Funding Profile and Budget	Liam	LK presented the funding profile and budget. The board noted that funds were not received proportionately over the course of the 10 year programme; that funds could be rolled forward, that the accountable body function did not have to sit with the Council in the longer term and that the Board could find another appropriate body to act as Accountable Body, or take on this function once an entity had been created and approved by MHCLG.	DECISIONS: The Board considered a number of proposals and agreed: 1. To consolidate the remaining £67,566 budget from year Zero into Year One to create a budget envelope of £434,163 2. To allocate £25,000 of the budget envelope to Board Capacity funding 3. The year zero accountable body payment of £50,000 4. The year one accountable body payment of £23,400 5. The reporting schedule for the year zero board capacity allocation
10 minute break					
4	**Activity**				
	4.1	Theory of Change Workshop	Sarah Rogers, Sem Lee, Ellen Schweller	The Board participated in a workshop led by Groundswell and Ouri Labs. This activity to help support the board establish good governance will continue as a Task and Finish Group.	ACTION: Board members to put themselves forward to participate in a Task and Finish Group regarding Governance.
	4.2	Plan for Community Engagement	Liam	Feedback was given by Duane regarding the community engagement event held at Bentinck Street gardens. Feedback was received from board members attending the recent Task & Finish Group on Community Engagement. A query was raised regarding data protection where the Council commissions on behalf of the Board. Can a clause be included in the contract to say that the data is owned by the Board. 4.2 (1, 2 & 3) The Board discussed the potential appointment of Placed to provide support for immediate engagement and decided to revisit the proposal later in the meeting. 4.2 (4 & 5) The Board considered project proposals that had been put forward from the community. It was noted that there was currently no formal application process in place for proposals to be invited or evaluated against.	**ACTION**: KP to look into this and check if data can be owned by the Board. **DECISION**: The Board agreed to allocate funds in the budget towards supporting community partners in Central Birkenhead to deliver engagement sessions. **ACTION**: That a process for inviting small grant proposals to be established and promoted. **DECISION**: The Board agreed that £15,000 would be allocated to support the Town of Culture bid. **ACTION**: That sub groups be established to look at marketing and communication, small grants process, and 'Cleaning up Birkenhead (to include a review of derelict

					buildings and vacant land). **ACTION**: To set-up an application process for community partners to apply for funds to deliver engagement.
	4.3	Plan for writing the Pride in Place Plan	Liam	Feedback was received from board members attending the recent Task & Finish Group on the Pride in Place Plan. The Board discussed how this Place Plan might look including: Pictures rather than words; an accessible document; unique to Birkenhead; a living plan on a website; a document that brings all plans together; that sets out how people can get involved in its delivery; that it should be 'Youth Proofed'; that sufficient marketing and publicity needs to be in place to promote it. A session will be held on vision, mission and values and details to be shared separately.	**ACTION**: Vision, mission and values session to be diarised. **DECISION:** The Board agreed the proposed timeline; To appoint Wordscape against the scope of work in Birkenhead PiP vision.pdf and to allocate £13,200 + 10% contingency (total £14,520) in the budget.
	4.4	4.2 Plan for Community Engagement Continued	Liam	The Board revisited item 4.2 (1 & 2) regarding community engagement and how this could be undertaken in the short term. The Board expressed concern about the short timeframe enforced on the programme by MHCLG and the lack of other options put forward. The Board considered how local organisations could be commissioned to undertake community engagement and how residents might be trained to support engagement activity. The board came to a consensus that the timelines of the programme prevented a different approach but that all future appointments of support should be considered against a local-first approach where the skills and expertise are available.	**DECISION:** The Board agreed to: Appoint PLACED against the scope of work outlined in Birkenhead Pride in Place engagement proposal & costs to support the immediate engagement and the upskilling of local partners. Allocate £24,930.00 + 10% contingency (total £27,423) in the budget **ACTION**: That a Task & Finish group be established to review and proposes an appropriate decision-making framework and process.
5	**AOB**				

	5.1	Any other business?	All	The support needed for the Hamilton Square picnic was discussed.	
6	**Risk**				
	6.1	Board Risk Register	Liam	The Board identified the following risks: • That the Place Plan be aligned with the Community Cohesion Strategy and other relevant strategies. • That the Chair was receiving and appropriate level of support from the Board and others. • That any real or perceived conflict of interest between the Chair and Make CIC in its secretariat role was properly managed. • That the programme is promoted sufficiently for local people to know about it.	**ACTION:** Establish a risk register