

ShIPLEY Towns Fund Board Meeting Minutes

27th April 2023, 5.00pm-7.00pm (Microsoft Teams)

Attendees:

Adam Clerkin (Chair), Cllr Alex Ross-Shaw, Anne-Marie Woolham, James Skirrow, Angela Hays, Diana Bird, Anthony Burnham, Philip Davies MP, Angela Blake, Rav Panesar.

Apologies:

Cllr Mike Connors, Dom Pix, Peter Walker, Joy Hart, Soo Nevison, Barry Cooper.

| ID | Notes/Actions/ Decisions | Decision | Action Owner | Due Date |
|----|--|--|--------------|----------|
| 1 | <p>Housekeeping – Apologies, Minutes, Actions, Declarations of Interest</p> <p>New format of board papers discussed, including declaration of interest and correspondence log.</p> <p>Minutes from the previous meeting were accepted as true record.</p> <p>No specific Declarations of Interest were made.</p> <p>No updates on the Correspondence Log but an email address for Board members is required.</p> | Provide email address for correspondence log | AH/RP | ASAP |
| 2 | <p>Highlight Report</p> <p>RP provided an update on programme management with monthly meetings planned or in place with Project Sponsors; processes in place for project monitoring – a monitoring officer is in post to review expenditure from the Advanced Funding Agreements; meetings held with DLUHC to review reporting requirements; two Regeneration Managers now in post with RP covering Shipley and MR covering Keighley with some cross-over on projects.</p> <p>Project updates provided a summary of each project, including a summary, value and risk profile. Currently, Project A – Development Investment Fund is at medium risk, Project C – Community, Art & Technology Hub at high risk and Project F – Health & Wellbeing Campus at high risk. Project B – Towns Centre & Infrastructure Improvements, Project D – Capital Assistance to Business Growth, Project E – Shipley Enterprise Library, Project G – Wrose Quarry and Project H – Shipley Sustainable Community Hub are all on track.</p> | | | |

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| | <p>AC provided a brief to the board covering Project A – Development Investment Fund which is currently being finalised and therefore commercially sensitive. A request was made by AC to ensure information can be shared with the board regarding this project.</p> <p>DB provided a summary of Project C – Community, Art & Technology Hub and is currently commercially sensitive.</p> <p>Project F – Health & Wellbeing Campus is currently at high risk. RP went through the recent developments, including The Cellar Trust now taking sole responsibility for the delivery of the project. PD requested more information regarding the feasibility of this project, including the potential funding shortfall. AB indicated this option is now ‘Plan B’, with the shortfall estimated at around £50-100k, which was less than the original deficit of £700k. RP indicated that the Grant Funding Agreement is with the legal teams alongside compliance meetings to verify existing expenditure. AB thanked PD for his help with the project.</p> <p>AH provided the finance update and went through each project and its current versus forecasted expenditure. Most projects are financially on track, with some changes required based on delayed start dates.</p> | Further information required | AH/RP | 08/06/23 |
| 3 | <p>PR & Communications</p> <p>RP discussed the tender for Communications & Engagement Activity. This was aimed at outsourcing a supplier to improve communications of Towns Fund activity and also engagement with key stakeholders. No suppliers were selected from the bids received, with value for money and quality of the bids not meeting the threshold for selection. As such, a quick quote was explored, but paused, with work undertaken to improve this through existing resources. RP also indicated that the marketing team are in the process of recruiting a Marketing Officer which will help to increase the capacity of marketing to do more.</p> <p>AH went through the press releases and improvements in communication activity, specifically around the publication of the minutes and the need to share key information to councillors and stakeholders within the district.</p> <p>RP discussed the website, with the current one not containing the key information. AC agreed that increasing the capacity of the Shipley Town Council website to include Towns Fund activity would be welcomed. This is in conjunction with improving the existing pages on the Bradford Council website. AC was concerned that the Towns Fund activity would be seen as council driven, but would like</p> | Update to the board on website and communications | AH/RP | 08/06/23 |

