



Minutes of the Paignton Pride in Place Leadership Board

3 July 2026

-: Present :-

Stephen Kings (Chair), Matt Blay, Matt Harbour, Natasha Hippolyte (Vice-Chair), Jon Oliverio, Sally Anna Renshaw, Trevor Shepherd-Burridge, Councillor Jackie Thomas and Caroline Voaden MP

(Also in attendance: Teresa Buckley (Clerk), Jon-Paul Hedge and Rachel Roberts)

1. Welcome and Introductions

The Chair, Stephen Kings, welcomed everyone to the first Board meeting.

Everyone introduced themselves. Board Members said they care about the local community and want to make lasting improvements for people living in the area. They also agreed that they need to build trust with local people.

2. Apologies

Apologies for absence were received from Sarah Greener and Lynne Roberts.

3. Terms of Reference and Operation of the Board

To help people trust the Board and see what it is doing, meeting papers and minutes will be published on the Torbay Story website. A new webpage will be created for the Board.

Future meetings will be open to the public and held in different places across the area. This will make it easier for local people to attend and learn about the Board's work.

Everyone Agreed

The Terms of Reference and Operation of the Board were approved with one change. People attending as substitutes will not be allowed to vote because they may not have the same knowledge and experience as regular Board Members.

Jon-Paul Hedge was given permission to finalise the document and send it to the Government. He will share it with Board Members before it is submitted.

Membership

Members discussed the Board's Membership. More than 51% of Members either live or work in the area. There are currently 11 Members from a range of community groups. However, there is not yet anyone who can properly represent the Collaton St Mary community.

Agreed

The Board Membership will increase to 12 Members. The Chair will continue looking for a suitable person to represent Collaton St Mary.

Boundary

The Board Membership will increase to 12 Members. The Chair will continue looking for a suitable person to represent Collaton St Mary.

Everyone Agreed

The boundary will stay as shown in the draft Terms of Reference.

Communications and Engagement

Members talked about ways to quickly engage with local people during the summer.

Ideas included spending some of the funding on community activities, finding out what local people want improved, and helping provide food and activities during the school holidays. Members also discussed working with Torbay Council's Holiday Activities and Food programme.

Some Board Members have already been speaking with children and young people to ask for their ideas.

Everyone Agreed

A Communications and Engagement Working Group will be created. Members will be:

- Stephen Kings
- Natasha Hippolyte
- Jon Oliverio
- Sarah Greener
- Trevor Shepherd-Burridge

The Group will be supported by Rachel Roberts.

The Group will create a communications and engagement plan. Up to £10,000 can be used during the summer for projects that help local communities and gather people's views about what matters most to them.

The results will be reported to a future Board meeting.

Actions

1. Trevor Shepherd-Burridge will find out the cost of hiring an ice cream van to give out free ice creams and collect people's views.
2. Jon-Paul Hedge will contact Play Torbay to see if extra activities could be funded through the Paignton Pride in Place programme, including buying equipment.
3. Rachel Roberts will find out what events are taking place in Collaton St Mary so the Board can speak with local people there.
4. Matt Blay will help Rachel Roberts with social media and make sure information is easy to understand and available in different formats.
5. Stephen Kings will contact Paignton Zoo about possible community visits linked to engagement activities.

Secretariat

The Board hopes to become a Community Interest Company or another charitable organisation as soon as possible. Torbay Council will continue as the Accountable Authority, meaning it will make sure the Board follows Government rules, especially for managing money.

Everyone Agreed

Rachel Roberts will create a job description for the Secretariat role and recruit someone from the local community.

Until then, Teresa Buckley, Democratic Services Team Leader and Governance Advisor, will carry out the role with Rachel Roberts providing cover if required.

Finances and Government Submissions

Jon-Paul Hedge said there is £150,000 available to help set up the Board and support engagement work.

After that, there will be funding of £270,000 for day-to-day projects and £120,000 for larger capital projects in the first funding round.

The Board must create a 10-year Vision by November 2026. This vision should explain what local people think is needed to improve health and wellbeing in the area. The Board must then create a 4-year Investment Plan.

To do this, the Board needs to listen to as many of the 7,000 local residents as possible.

Registration and Declaration of Interests

Teresa Buckley explained that Board Members must follow the Model Code of Conduct and the seven Nolan Principles:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

Members must complete a Register of Interests form within 28 days of joining the Board.

If a topic affects a Member or their employer, they must declare that interest.

The Board can ask the Council's Monitoring Officer for special permission (called a dispensation). This would allow Members to stay in the meeting and take part in discussions, but they would not be allowed to vote on matters that affect them or their employer.

Everyone Agreed

The Board will ask Torbay Council's Monitoring Officer to give Members this dispensation.

Action

Teresa Buckley will write to the Monitoring Officer and send the Model Code of Conduct and Register of Interests forms to all Board Members.

Meetings

Members discussed how often meetings should be held and where they should take place.

Everyone Agreed

Future meetings will:

- Take place every month.
- Be held on a Monday or Thursday.
- Be held in different locations around the community.
- Be open to the public.

The following meeting dates were agreed:

- **Thursday 6 August 2026**, 9.30am–12 noon, Foxhole Community Centre, Belfield Road, Paignton, TQ3 3UZ.
- **Monday 7 September 2026**, 9.00am–11.30am, Great Parks Community Centre, Queen Elizabeth Drive, Paignton, TQ3 3YN.

Chair