

## Reading Climate Change Partnership (RCCP) Board Meeting

16 OCTOBER 2025

### Minutes & Actions

**Chair:** Dylan Parkes

#### Attendees

- Dylan Parkes (Chair, University of Reading)
- Freese, Gudrun (Coordinator)
- Burfoot, Ben (Reading Borough Council)
- Tracey Rawling Church
- Rachel Spencer
- Scott Witchalls
- Heather Marshall
- Tricia Marcouse
- Chris Maddocks

#### Minutes (by agenda item)

##### 1. People changes & resourcing

- At Reading Borough Council, senior management is considering how to position climate within the organisational structure. Budget challenges and a recruitment freeze mean changes are unlikely before next business year.
- RCCP Coordinator hours: Gudrun will increase paid hours from 1.5 to 2.5 days/week (2.5 days per week is the original role budgeted for) from January 2026 and use these extra hours to (1) shape a bare minimum programme of comms and engagement for the new strategy and (2) build and convene a comms working group.
  - o **ACTION:** GF to present comms plan for new strategy at next Board Meeting in Jan 2026.
  - o **ACTION:** Ops Team to develop new Partnership Agreement by June 2026. (Who will lead this process?)

##### 2. Climate Emergency Strategy — finalisation & design

- Tracey reported that the final draft, incorporating public consultation feedback (plus one in-person session) and will be submitted to Committee on Monday 20 October. Feedback ranged from constructive to climate scepticism. Scope-appropriate points have been integrated.
- Full strategy will be typeset by a designer. **ACTION:** GF to procure typesetter.

#### 4. Annual Report

Ben Burfoot outlined the structure: emissions progress (2023 down ~4% YoY after post-pandemic rebound), contextual indicators/policy, case studies, and Action Plan RAG ratings.

**ACTION:** GF to invite theme leads and wider network of delivery partners to submit case studies

**ACTION:** GF to gather RAG ratings and overviews from theme leads

**ACTION:** GF to gather, edit and format case studies

**ACTION:** GF to compile Annual Report sections and publish online

**ACTION:** GF to promote Annual Report via newsletter and website

**ACTION:** Ben to write updates to section on emissions progress

### **5. National Lottery Climate Action Fund Bid**

Gudrun has prepared a bid for £1.5M, which would include several paid roles and resources for new and existing flagship projects. The bid document is a de facto strategy for RCCP's Scenario 2 (where RCCP is sufficiently resourced). In this scenario RCCP would actively support delivery of the new climate emergency strategy and action plans for 2025 – 2030 and provide a mechanism for evolving it. RCCP would deliver several flagship projects and services directly as well. University of Reading is a key partner (with resources allocated to developing net-zero pathways and related dashboards plus scoping of a 'transition hub'). Inputs sought from Board Members. Gudrun has circulated the latest draft.

**ACTION:** GF to integrate inputs, prepare final version and submit to Lottery.

### **6. Reading Climate Festival 2026**

2025 ran with constrained resource and reduced partner involvement. For 2026, reconvene a broader steering group (Arts & Culture team, Uni of Reading, REDA, etc.) and map realistic resource before planning 'tentpole' activity.

**ACTION:** DP to meet with A&C team to determine their level of involvement and resource.

**ACTION:** DP to set up series of steering group meetings.

### **7. Theme Leads — roles & recruitment model**

GF circulated a proposal for paired Theme Leads (Council Lead for governance/reporting + Community Lead for engagement and idea generation). Board agreed to proceed with the concept.

**ACTION:** GF to present concept to RBC Climate Board.

**ACTION:** Ops Team to agree process for recruiting new positions.

### **8. Finance**

**ACTION:** Ben to present RCCP finances alongside Strategy and Council Carbon Plan at Committee.

**ACTION:** Ben to present RCCP finances at next Board Meeting

### **9. AOB & Next meeting**

Next Board meeting: 15 January 2026