

MINUTES: RCCP Board Meeting

24 April 2025

Attendees: Ben Burfoot, Heather Marshall (Chair), Gudrun Freese, Rachel Spencer, Tracey Rawling Church, Dylan Parkes, Tricia Marcouse, Nick West-Oram, John Ennis, Chris Maddocks

Apologies: Paul Ducker; Mike Waddelove

1. Council Structure & Staffing update

- Ben Burfoot shared that Emma Gee has been confirmed as Executive Director. Ben now reports to Sam Rackham (interim assistant director).
- Council restructuring may affect the climate team's influence.
- Heather requested a Council structure overview for the next meeting. **Action:** Ben to prepare and share an organisational chart of the Council relevant to RCCP for next board meeting
- GF is starting a freelance project in June so will remain working only 1.5 days a week for RCCP. GF will claim some overtime for extra days worked around the Festival and stakeholder engagement.
- Nick West-Oram announced he is leaving his role at GBA and moving to Surrey FA. **Action:** NWO/GBA to nominate a replacement RCCP representative before next Board Meeting.

2. Climate Action Fund (CAF) Lottery Bid

Overview:

- Gudrun presented an outline bid focused on building RCCP into a staffed, central resource that convenes and supports delivery partnerships and campaigns for the new Climate Emergency Strategy 2025 – 2030 + delivers several ongoing projects too, including Reading Climate Festival, the ReadingCAN website, newsletter and socials and Climate Innovation Challenge competitions.
- Heather presented a separate outline bid for a local grassroots sports-focused bid.

Outcomes:

- Two separate bids will proceed; if possible the sum requested by both bids together will not exceed 1.5M.
- Rachel reminded that the bids must clearly connect to community action.

Actions:

- Heather Marshall to discuss next steps with RBC / Ben Burfoot for the sports bid, wrt bid submission
- Heather Marshall and Nick West-Oram (or his successor) to discuss grassroots football delivery concept.
- Gudrun Freese to pick up RCCP bid development again after Reading Climate Festival, and touch base with Lisa Hill (West Berkshire bid)
- Gudrun Freese to liaise with relevant University of Reading staff to agree their role in the bid
- Gudrun Freese to contact bid beneficiaries and manage their participation
- Gudrun Freese to circulate a second draft of the bid, aiming for submission in September (dependent on Uni of R availability)

3. Climate Emergency Strategy Update

- Tracey Rawling Church provided an update on the Climate Strategy and Action Plan.

Key Dates:

- Second draft deadline: 9 May
- Board feedback due: 2 May
- Launch of draft version: 7 June (to coincide with Reading Climate Festival)

Actions:

- All theme leads to:
 - Review and submit feedback on strategy and action plan by 2 May
 - Ensure delivery actions have identified partners
 - Attend and present at the 10 June strategy launch event
- Tracey to collate feedback and finalise second draft – Due: 9 May
- Ben Burfoot to provide updated net-zero pathway graphics and narrative for the strategy – Due: 9 May

5. Climate Festival (7–21 June)

Core Events:

- Strategy Launch (10 June)
- SME event (17 June) – led by Tracey
- Climate actions for local residents – led by Gudrun, with co-operation from Uni of Reading
- School engagement and Climate Ambassadors – led by Dylan
- Nature events – coordinated by Tricia
- Public lecture (11 June) – organised by Dylan

Actions:

- All organisers to finalise event details and share for listing by mid-May
- Tracy to confirm theme lead speakers for 10 June launch event
- Dylan to confirm school programme and support for ambassador engagement

6. RCCP Governance & Structure

- Governance review ongoing; outcome of Lottery bid will influence future structure and roles.

7. AOB

- Discussed subtle shift in net-zero target narrative from 2030 to 2040, based on CCC's 7th carbon budget.
- Agreed that public messaging must manage expectations and highlight continued ambition and co-benefits of local action.

Summary of Key Actions

Action	Responsible	Due Date
Share Council structure diagram	Ben Burfoot	Next meeting
Nominate new GBA rep	GBA (via Nick)	Before next meeting
Develop and submit sports-focused Lottery bid	Heather Marshall	ASAP
Develop and submit RCCP Lottery bid	Gudrun	ASAP
Submit second draft of strategy	Tracey Rawling Church	9 May
Provide net-zero pathway graphics	Ben Burfoot	9 May
Finalise Festival events	All organisers	Mid-May
Confirm school events	Dylan Parkes	Mid-May