

King's Lynn Town Board meeting – 28th March 2025

Appointment of Board Chair, Vice-Chair and Project Champion for the Guildhall & Creative Hub project + Project Champion vacancy

Background and proposals

The Board Terms of Reference¹ state in Section 9 that “The Board shall appoint from its Members a Chair and Vice Chair who will serve for a period of 24 months before re-election.”

Chair

In January 2024, the previous Chair of the Board stepped down. The then Vice Chair, Vicky Etheridge has, since that point, fulfilled the role of interim Chair. A recruitment process for a new Chair was undertaken in Spring/Summer 2024, this did not prove to be successful.

Following Board development sessions and a successful tenure since February 2024 as interim Chair, Vicky Etheridge has agreed to be proposed as Chair of the Board for a period of 24 months, as per the Terms of Reference.

Vice Chair

The Board now needs to appoint a permanent Vice Chair and proposals are invited from Board Members for this position; any Board member interested is asked to notify the Chair. This role would also be held for a period of 24 months.

Project Champion – Guildhall & Creative Hub

The Board resolved, in February 2023 to have ‘Project Champions’ for Town Deal projects. Project Champions, in summary are :

- a “Non-executive” role (non-operational, non-delivery).
- an independent advisor, acting as “Voice of the Customer” for the Board.
- an advocate and promotor for the project.

Full details of the Champion role are attached at Appendix 1.

The current Champion for the Guildhall & Creative Hub project is Vicky Etheridge. In light of Vicky’s proposed appointment as permanent Chair of the Board, it is proposed that Zach Stanford becomes the Project Champion for the Guildhall project.

Project Champion – Active & Clean Connectivity project

The Board is asked to note that the Active & Clean Connectivity Project does not currently have a champion attached to it. Any Board member interested is asked to notify the Chair.

¹ [Terms of Reference V8.3](#)

Decisions required

The Board is asked to

1. agree to appoint **Vicky Etheridge** to the role of Chair of the Board for a period of 24 months as outlined in the Board Terms of Reference
2. consider **any proposals** received by the Chair, for the role of Vice Chair of the Board for a period of 24 months as outlined in the Board Terms of Reference
3. agree to **Zach Stanford** becoming the Project Champion for the Guildhall & Creative Hub Town Deal project
4. consider assigning a **Project Champion** for the Active & Clean Connectivity project

Vanessa Dunmall
Manager, PMO
20.03.2025