

Minehead BID Company Limited Board Meeting

Minutes of meeting held on: Date and Time: Tuesday 9 April 2019 at 6pm

DIRECTORS PRESENT:

Graham Sizer	GS	(Chairman)
Andrew Hopkins	AJH	(BID Manager)
Chris Corbett	CC	
Ryan Boulton	RB	
Jon Lee	JL	
Deborah Sawatzki	DS	
Naomi Waters	NW	
Sam White	SW	

Sarah Wilsher (Minutes)

AGENDA ITEMS**1. Apologies**

Jim Whittaker	JW
Gordon Dwyer	GD (Advisor)

2. Anything to declare?

Nothing was declared.

3. Matters arising from previous meeting

None.

4. Adoption of minutes of the previous meeting

GS advised that under 9 – Public Realm Sub-Committee Update: 40 brackets for hanging baskets had been put up, not 40 baskets. Subject to this correction the minutes were agreed as an accurate record of the meeting.

5. Company Secretary Update

CC reported the following:

There was £81,000 in the bank. Somerset West and Taunton Council (SWT) were holding £11,000 for BID, which equated to a 10% contingency fund. CC had access to the accounts and needed to go through them and discuss them with Ian Melhuish. VAT owed by BID at the end of March 2019 was about £5,000. SWT have updated their SLA to tie in with the BID lifespan to the end of June 2019. BID's financial year would end on 30 June 2019 and CC would change the accounts to reflect this.

6. BID Manager's Monthly Report

The Update as previously circulated was noted. In addition, AJH reported that he had been visiting businesses, handing out newsletters and talking about the work of the BID. GS urged the Board to collect outstanding completed GDPR forms, particularly as these would be needed by Meercat Associates

a) BID levy write-offs.

AJH advised that four businesses' levies totalling £641.50 would be written off. Twelve businesses, in total owing £1,580.25, would be sent Court summons in May from SWT for non-payment of BID levy.

It was noted that the BID board had previously agreed that any businesses changing ownership in the first year of the BID would be waived paying the levy until the new financial year. NW asked whether self-employed businesses without premises could become members of BID. It was agreed that they could be given GDPR forms to complete and be added to the database for mailing purposes. AJH advised that there was one voluntary member who paid £75. This sum was felt to be rather high and would be reviewed in the future.

7. BID Service Plans

AJH advised that he was updating the Plans so that they reflected the outcomes of meetings. GS asked for an extra column to be added to show non-recurring activities expenses.

8. Events Sub-Committee Update

a) Artisan Markets Proposal

AJH advised that the application covered the criteria requested at the last meeting. The proposal was discussed by the Board and the following concerns/comments were made: the low number of businesses near the Harbour who would predominantly/solely benefit from the markets; the lack of connection with the rest of the town; the high costs of certain elements of the event; could businesses within the town be represented and take up stalls on the Harbour; could BID choose what the money was spent on and set targets/parameters.

Funding the event was agreed in principle. AJH asked whether the funding requested of £1,897 would be proposed. There was no take up. JL proposed and RB seconded that BID would award £1,000. This proposal was AGREED.

It was proposed by SW and seconded by NW that the BID funding be based on the following four criteria being met:

- 1) Proof of businesses elsewhere in the town being encouraged to participate.
- 2) Investigations being carried out into the feasibility of providing a vintage bus to transport people from the station through the centre of town to the harbour and back to the station.
- 3) BID being publicised at the event and its funding acknowledged.
- 4) BID is provided with evidence of the vintage market after each one had taken place to show whether the additional funding had had any impact (extra stalls, footfall, income for neighbouring businesses)

The proposal was AGREED.

9. Public Realm Sub-Committee Update

GS reported that the litter pick up would be agreed after the Easter holidays. It was agreed that the audit of the street scape in Minehead would be held on 7 May. AJH would be meeting the new tree officer with Somerset County Council in respect of the replacement tree campaign.

10. Events Sub-Committee Update

GS reported the following:

Quasi-marshals were required for the May Day event on Wellington Square on 1 May. AJH and JL volunteered.

Volunteers were needed to deliver letters about the cycle event to businesses along The Avenue. NW volunteered a member of her team.

11. Any other business

AJH advised that two Directors needed to stand down at the Annual General Meeting in line with Company protocol, they could be re-elected, but the ballot needed to be opened up to all BID levy payers. In addition to this, more people with key skills and knowledge could form part of the sub-groups. The elections and AGM would be publicised in the next newsletter.

The three local authorities also needed to be contacted in order for Council representatives to be on the Board, this rotates between District, County and Town Councils. DS agreed to approach Mandy Chilcott in this respect

A meeting would be held with David from Steampunk on 12 April. Any Directors interested in attending could join the meeting. CC to attend

DS to talk to AJH about tidying up Holloway Street in respect of signage and A-boards, etc.

12. Date of next Board meeting – Tuesday 14 May 2019

Public Realm sub-group meeting – 7 May

Other sub-groups to be agreed

Meeting finished at 7.01pm

SW – 10.4.19