

THESE MINUTES ARE DRAFT UNTIL APPROVED BY THE BOARD AT ITS NEXT MEETING

**A Meeting of the Newbury BID Board Meeting
Was held on Thursday 19th May 2016**

Attendance:

Russell Downing, Scott Waters, Nigel Morrison, Chris Davies, Lindsey Finch, Jamie Allan, Alison Bird, Ross Drake, Andy Murrill, Andy Day, Fiona Crooks-smith, Rupert Reeves, Lindsey Finch

1. Welcome

The Chairman welcomed all to the meeting.

2. Apologies

Apologies for inability to attend the meeting were submitted on behalf of: David Pickett, Graeme Leech, Jean Ince

3. A.O.B:

- i) Co-opt Voluntary contributor
- ii) A.G.M.

4. Minutes

Scott Waters proposed that the Minutes of the meeting of the Board held on 20th January 2016 be approved as a true and correct record; Lindsey Finch seconded the minutes.

The minutes were approved as a true and correct record and signed by the Chairman.

5. Correspondence

None received

6. Managing Director's Report

The Board considered the report of the Managing Director, which covered a number of areas of activity. A summary of these activities is set out below.

Russell Downing reported on:

- (i) BID Data base – Now that the data had been verified the voter contacts were being added
- (ii) Business Visits – these had started in earnest, based around the offices to start with – feedback had been very positive with a number not realising what the BID was behind and the work carried out. This is on going
- (iii) Meet the Board – Great evening, but very disappointed with numbers.
- (iv) VIC/Visit Newbury – Hand over to Newbury BID of the site is progressing, Annie Danielli had been recruited to maintain and input on the site.
- (v) CCTV – We are in a position to proceed subject to some late queries.
- (vi) Wardens – It was agreed that we would fund some more legal advice regarding the TUPE regulations, this would be conducted by CLM.
- (vii) Vision – this has stalled at the moment – meetings with all concerned to find a suitable way forward.

Russell Downing reported that along side the delivery of the projects and normal activity the team would also be working on the renewal program ahead of the ballot in late autumn.

RESOLVED: That the report be approved.

7. Finance

Russell Downing presented the latest balance sheet and budget having been prepared by Ross Brooke. Russell Downing explained the need to manage the cash flow carefully towards the end of the financial year as has been done in the past 3 years. Russell Downing presented the provisional year 5 budget for the board to consider.

RESOLVED: The update & review was accepted by the board. The year five budget was proposed by Andy Murrill and seconded by Philip Grey.

8. Project Up-date

8.1 Spreading the word

Russell Downing updated the group with a number of reports covering social media, Visit Newbury and the more traditional marketing via the radio and print.

8.2. Getting Out & About

Russell Downing updated the group on the work of the rangers, much of their time had been consumed dealing with the link between businesses and petty crime/ASB. In addition to the above much work had been done with the coach drivers to encourage them back to Newbury.

8.3. Attractive Town Centre

Russell Downing commented that the bunting would be back in place earlier this year. Work is underway for the full renewal of the Purple Flag accreditation

8.4. Business Support & Income

Russell Downing informed the board that work carried out on this project, Commercial revenue is now starting to pick back up.

RESOLVED: That the report be accepted by the Board

9. K.P.I's

Russell Downing presented the footfall figures and vacant unit report. Footfall was showing a slight return for April with numbers creeping back up to previous levels. In the time since my last report we had seen a slight increase in vacant units for the month, but YTD was on par if not slightly better than last year.

RESOLVED: That the report be accepted by the Board

10. BID II

Russell Downing reported that we were on track and progressing slightly ahead of where we thought we would be at this time.

RESOLVED: That the report be accepted by the Board

A.O.B

Russell Downing proposed to the group that an additional voluntary contributor was co-opted onto the BID board as an observer.

Russell Downing proposed to the board to move the July board meeting to afternoon at 16.30 to prepare for the AGM at 18.00 on the same evening.

RESOLVED: Having checked with the articles the board agreed to co-opt Rob Boobyer of Newbury Racecourse onto the BID board as an observer. The board also agreed to move the time of the board meeting. Russell Downing to liaise with Andy Day, Scott Waters, Nigel Morrison, Graeme Leech and Chris Davies regarding the content of the presentation.

Next meeting: 14th July 2016