

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

**A Meeting of the Newbury BID Board Meeting
Was held on 13th July 2015**

Attendance:

Russell Downing (RD), Scott Waters - Chair (SW), Graeme Leech (GL), Andy Day (AD), Lindsey Finch (LF), Ross Drake (RD*), Rupert Reeves (RR), Chris Davies (CD), Jamie Allen (JA), Allison Bird (AB), Jean Ince (JI), Philip Gray (PG)

1. Welcome

The Chairman welcomed all to the meeting.

2. Apologies

Apologies for inability to attend the meeting were submitted on behalf of Nigel Morrison – Vice Chair (NM), David Pickett (DP), Andy Murrill (AM), Fiona Crooks smith (FCS)

3. A.O.B:

- i) Begging
- ii) Rangers/Police/101
- iii) Boarding up of premises/Key Holder

Due to the fact the LF had to be excused early this item was addressed at this stage of the meeting.

RESOLVED:

- i) **LF would follow up on progress of the operation put in place, but indications showed it was having a positive affect**
- ii) **Item iii raised above would be addressed outside the meeting.**

4. Minutes

RD* asked about the Dropbox folder for AGM documents – RD informed the board members that it was active and would be opened up to the wider board once the presenters had completed their presentations.

JA proposed The Minutes of the meeting of the Board held on 11th May 2015; AD seconded the minutes.

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

5. Correspondence

Further discussion took place regarding street trading and the ice-cream van.

RESOLVED: That the emails and response be noted but that no action be taken

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.

RD reported to the board on progress with NewburyFest, which was drawing to a close and in particular the recent carnival, which was reported to have drawn over 12,000 people on the day. Updates on the Christmas Village, Balloon festival and planning for the next Food & craft festival. RD confirmed to the board that the application and evidence file had been submitted to BB for the accreditation process.

RESOLVED: That the report be accepted by the Board

7. Finance

RD presented the latest balance sheet and budget having been prepared by Ross Brooke.

RD reported that the levy collection had been confirmed at 99.1% and praised the work of BB and his collection team.

RESOLVED:

- i **The update & review was accepted by the board**

8. Project Up-date

8.1 Spreading the word

RD updated the group on the recent marketing activity with a key focus on the social aspect, which is growing and gaining great traction. RD went on to comment on the statistics relating to the Visit Newbury site, which is out performing expectations at this stage.

RD updated the board on plans to utilize the street furniture for marketing purposes and introduced them to the new selected partner City Dressing.

8.2. Getting Out & About

RD updated the board on the progress Sam, the BID street ranger is making and the positive reports received by the BID office regarding her conduct. Recruitment was still a key priority to fill the second role, however the lack of suitable candidates was an issue.

8.3. Attractive Town Centre

RD updated the board on the SLA for Christmas lights. RD updated the board on Purple Flag, particularly that we had submitted our light touch renewal and marketing items had been ordered, namely purple flag bunting and barrier covers.

8.4. Business Support & Income

RD reported that the BID team had worked very hard this year to raise and generate additional funds and that we are on track to raise an additional £180K. A discussion took place regarding the use of Meercat.

RESOLVED: That the report be accepted by the Board

9. K.P.I's

RD updated the board with the recent Footfall figures and vacant unit rates. A discussion took place regarding the footfall figures and the numbers it was generating. All agreed it would be much more meaningful once we are getting Y-O-Y comparisons.

RESOLVED: That the report be accepted by the Board

10. BID II

A discussion was had regarding timings and sub group to take the lead on the planning and strategy chaired by NM. RD updated the board on proposals to increase the BID area and that negotiations had been successful with WBC regarding collection and costs for BID II

RESOLVED: That the report be accepted by the Board

A.O.B

Addressed in section 3

Next meeting: 14th September 2015 at 10:30am.