

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

**A Meeting of the Newbury BID Board Meeting
Was held on Wednesday 20th January 2016**

Attendance:

Russell Downing, Scott Waters, Alison Bird, Philip Gray, Jean Ince, Fiona Crook-Smith, Hugh Peacocke, Graeme Leech, Chris Davies

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, James Allen, Andy Murrill, Ross Drake, Rupert Reeves,

3. A.O.B:

- i) Pension scheme

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; Jean Ince 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.

RD reported on:

- (i) Town Centre Christmas events had been received well and incident free. Plans had to be changed by the hour for the switch-on event due to the inclement weather conditions.

- (ii) Christmas trading has been reported to be positive with those who had been spoken to or provided feedback recording growth or on par with previous year.
- (iii) Events for the coming year were discussed and the main events approved.

Russell Downing reported that along side the delivery of the projects and normal activity the team would also be working on the renewal programme 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 commented on the outstanding debt with regards to the levy and the affect that the loss of business space to residential was having a negative effect on the overall income.

RESOLVED: The update & review was accepted by the board

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 progress of the new street ranger, Jayne Hammond. Together with Sam they had been tackling some low level ASB along with the regular work. A number of recent business visits all made comment regarding the rangers and how they are making a positive impact.

8.3. Attractive Town Centre

Russell Downing made reference to the number of positive comments received regarding the Christmas lights. Newbury BID also took the opportunity to utilize the barriers around the Christmas Tree to promote Purple Flag, this created a number of discussions with members of the public.

8.4. Business Support & Income

Russell Downing informed the board that work carried out on this project was producing some good results and opening the doors to new applicants. Russell Downing further commented that a decision had been taken to not run with Bo Concepts until after the renewal had been carried out.

RESOLVED: That the report be accepted by the Board

9. K.P.I's

Russell Downing presented the Christmas footfall figures to the Board, a number of factors had influenced the figures not only in Newbury but across the UK. Black Friday had been run mainly on-line this year with extensions across a whole week, this combined with world events had driven many consumers back on-line. This had reversed the trend of the last six years where we had started to see a decline in online shopping in terms of percentage of total spend. While Newbury saw a small decline in footfall for the Christmas period it was not on the scale of the average across the UK.

RESOLVED: That the report be accepted by the Board

10. BID II

Russell Downing circulated the time line to the Board for the renewal. All agreed to a set of regular meetings to start to formulate the proposal and business plans.

RESOLVED: That the report be accepted by the Board

A.O.B

- i. Russell Downing presented a paper to the Board regarding work place pensions, the staging date for Newbury BID is August 2016. A discussion took place regarding providers. All agreed that Ross Brooke would carry out the relevant work in terms of implementation to comply.

Next meeting: 24th March 2016