

Minutes of April Board Meeting 2014

Newquay BID board meeting held at Andy's Café on Wednesday 30th April 2014 5pm-7.30pm

Present:

Rachel Craze

Jane Hawkey

Stephen Hawkey

Andy Hannan

John Coltman

Andy Cole

Colin Paul

Sara Black (arrived at 5.35pm – left at 7pm)

Apologies:

Jess Parkin

Other:

Emilie Calhaem – BID Manager (maternity cover)

Alice Beard – BID Marketing and PR Assistant

1) Signed:
Name:

2) Signed:
Name:

1. Welcome and Apologies for Absence
 - a. RC opens Board meeting at 5pm
 - b. Apologies from JP
 - c. SB running late
2. Minutes and Actions of February Board Meeting
 - a. Making February's minute's public deferred at last board meeting – SH proposed and CP seconded.
 - b. Actions –
 - i. Copy of Code of Conduct needs to be circulated to NTC and NCCT still to be circulated
 - ii. Articles of Association have been changed and are to be presented at the AGM (see 7. Plan for AGM)
 - iii. Coach Drivers packs done and circulated to Hotels
 - iv. EC has talked with TIC regarding Coach Ambassadors but it has not been pursued any further.
 - v. JC discussed Barrowfield's tender at Council Meeting – believes tender has been granted but does not yet know to whom. A matter has also arisen in relation to this regarding the proposed cycle track across the Barrowfields area. Businesses do not feel that they have been given the chance to comment.
3. Minute and Actions of March Board Meeting
 - a. AH proposed CP seconded
 - b. Emilie approached Coach Drivers Company and is now waiting to hear back regarding advertising.
 - c. NALP have been approached re funding for Love Newquay Facebook page and have said that there is currently no funding available.
 - d. Tender limits have as yet not been put in place however this will be added to the agenda for the next meeting of the Finance Committee.
 - e. EC and JH met and contacted Cornwall Council with regards to repairs to Fistral Beach. Response has however been minimal – arrangements into the building of a temporary structure are being looked into and may start on Tuesday (3rd) in time for Whitsun. There has however still been no agreement on the permanent rebuilding of the site.
 - f. EC is setting up a meeting with Cornish Guardian together with Excess Energy in order to meet the two new journalists.
4. Operational Update – Questions only based on Operational report supplied with minutes. Download the report here - <http://tinyurl.com/kw3f4pf>
 - a. Signage Tender - 8 companies applied for the tender documentation and one put their tender in on time. This company, 20/20 Projects has therefore been invited to present to the Signage Steerage Committee on Thursday 1st May.
 - b. Live broadcast on Easter Saturday with Pirate FM and Scott Temple was very successful with businesses providing some great prizes to help us to promote

the town. There is now an opportunity to promote two events with adverts, these will be Art8 and the Fish Festival. EC and AB now feel that putting on another live broadcast for the Carnival would be very beneficial basing it in East Street to increase foot fall in that area of the town.

- c. Night Surf are looking for more sponsors and has asked BID to approach its members, possibly banks and/or supermarkets.
 - d. Tweet bus rainy days – EC to look further into it and find out if businesses such as Aquarium, Cinema, Waterworld and Newquay Zoo would be able to pay into it.
 - e. Board agreed to allow EC to find paid distribution to get Seven on to the High Street.
 - f. Jazz Festival 6th September EC to look into setting up a regular Jazz event with a different business hosting a different Jazz band each week.
5. Financial update
- a. There has been an underspend in all 3 sections from last year – EC is waiting to hear back from Peter Crane for the final total which will be put into this year's budget.
 - b. Money earmarked for TR7 Production has now been moved to Love Newquay
 - c. Money from Hotels' Working group has never been used therefore this money has been reallocated to pay for advertising in Escape magazine.
 - d. Cornwall Film Festival Budget re-allocated to Art8.
 - e. EC to look into having vinyl banners made for events.
 - f. EC to look into possibility of supporting the Approaching lines Festival next year.
 - g. The budget for Festive Festival needs to be increased in order to meet the price increase from Mackerel Skies, the events co-ordinator – suggested we should look for different quotes as there were criticisms of the management at the wash-up meeting. AC to look into possibility of Lions managing the event. AH to get minutes from wash-up meeting. EC to check how much the event management will cost.
 - h. Money from hoardings Project and left over Mary Portas money has been reallocated to Signage project.
 - i. Finance Committee to arrange a meeting prior to the AGM.
6. A Business has written to express that they wish to withdraw from membership of BID under Section 10 of the Articles of Association (3rd April)
- a. Article 10 suggests you can remove yourself from the company. The business in question has written a letter expressing their wish to do so. EC has looked into it, seeking advice from County re BID levy and payment obligations and while they can withdraw from contact with us they will still be liable for levy payment due to national government legislation.
 - b. BID manager has sent a letter acknowledging their letter and pointing out that under Government legislation they will still need to pay the levy charge

but will not be approached by BID with regards to how this money ought to be spent. Decision was taken that until we hear a response from the business no further action is needed. They are however on the list of outstanding Levy bills.

7. Plan for Annual General Meeting Wednesday 21st May 2014

- a. EC ran through AGM plan
- b. SB gives apologies that she is unable to attend the AGM
- c. Decided that an invitation will be extended to the new Mayor to attend the AGM. AB to follow this up.
- d. EC to circulate list of the coming year's Board Meetings.

8. A.O.B

- a. The Beast Surf Triathlon – board discussed that we should look into supporting the next event.
- b. VisitNewquay.org –All BID businesses are listed on this website in a category headed BID and not in their respective market sectors. This has come about in part because the TIC and NTC need to “sell” listings in order to pay for the website. BID could not simply pay for the listing upgrades as the TIC would loss a large section of its business.
EC – should we revisit this and start with a clean sheet with the TIC and see how we can work together to move forward?
AH to go back to TIC meeting and see if there is a compromise to allow a one off payment from the BID for the members to have a listing on the page to help promote the town as a whole.
EC to remind BID members that there is a discounted rate for them to upgrade their listing on VisitNewquay.org.
EC and AB to set up meeting with Sue Deakin and Amy Smith.
- c. Toilets – RC and AC to look at first set of toilets that have been refurbished at Fore Street and Porth once they are finished to demonstrate they have been involved throughout the whole process.
- d. Christmas Lights – NTC has taken this matter to the solicitors as the lights are no longer working. They cannot be confident that they will be working in time for the Festive Festival.
- e. Bins – reported in Newquay Voice that Geoff Brown intends to approach the BID for money to maintain bins – general opinion of BID Board that this does not sit within the BID's business plan.
- f. Jet Ski Event – Nick Webb approached EC for money to help with publicity. Board feel that this sends out the wrong impression to surfers and therefore unanimous decision from the board that there will be no BID money contributed.

Actions for next Board Meeting

- Code of Conduct still to be circulated
- Tender limits have not been visited yet so will be moved forward as an action for the next Board Meeting
- EC to look further into it and find out if businesses such as Aquarium, Cinema, Waterworld and Newquay Zoo would be able to pay into it.
- EC to look to different businesses to have different Jazz bands playing each week.
- EC to look into having vinyl banners made for events.
- EC to look into possibility of supporting the Approaching lines Festival next year.
- AC to look into possibility of Lions managing the event. AH to get minutes from wash-up meeting. EC to check how much the event management will cost.
- Finance Committee to arrange a meeting prior to the AGM.
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