



## Minutes of Board Meeting

Newquay BID board meeting held at the Fistral Bay on June 26<sup>th</sup> 2013

### **Present:**

Jess Parkin

Rachel Craze

Andy Hannan

Stephen Hawkey

Sara Black

Carl Lamb

Andy Cole

Colin Paull

John Coltman

Ben Ridding

### **Apologies:**

Jane Hawkey

Jonathan Start

### **Other:**

Eve Wooldridge – BID Manager

1) Signed:  
Name:

2) Signed:  
Name:

Item	Discussion	Action
	<b>The Board meeting was opened at 17.00 pm with 8 Board Members present. Rachel Craze offered to Chair meeting in JH absence</b>	
1) Minutes & actions of AGM and April board meeting approved	EW has already sought agreement from previous board that April Board meeting minutes were accurate.  Minutes and actions of both meetings agreed and signed.	
2) Update from Steve Kessel	SK absent.	EW to invite to Aug board meeting
3) Newquay BID Company	<p>a) Appointment of new chairperson. JC proposed RC as chair. CP seconded this. SB nominated as vice chair by CP and JC. All members present agree.</p> <p>b) APO1 – EW issued APO1 forms to all new directors for completion.</p> <p>c) Accountants. EW explained of a problem that occurred with the annual return being submitted late by Peter Crane &amp; Co. The board discussed if BID needed to remain with a chartered accountant. Only other chartered accountant in BID area is Whitakers and SH said this would not be appropriate for them to have the contract. All members present agree to remain with Peter Crane and co.</p> <p>d) Committees. EW suggested the need for sub committees to move projects forward with a specific remit. Committees were decided on as follows through a voluntary process: Finance – Jane Hawkey, Steve Hawkey, Andy Hannon &amp; Rachel Craze. Events &amp; Marketing – Jess Parkin, Carl Lamb, Andy Cole, John Coltman and Sara Black. Street Environment – Colin Paull, Sara Black, Carl Lamb, Jess Parkin, Ben Ridding, Andy Cole and John Coltman.</p> <p>e) EW explained that Directors will need to make any interests known to the rest of the board when taking a vote on a decision at a board meeting.</p>	<p>EW to send APO1 to RB and JS to complete and return.</p> <p>.</p> <p>EW to set up committee meetings.</p>
04) Operational Update	<p>a) Publications. EW hands out copies of Seven and the Food &amp; Drink guide as well as updating the board on the pending independents guide due out in September.</p> <p>b) Press trips. EW shows coverage from most recent press trips and hands out a print out of coverage/press trips still to run.</p> <p>c) Loyalty card. EW talks about loyalty card growth and how AB is moving forward with promotion through competitions and journalist experiences.</p>	.

	<p>d) Marketing activity. EW talks about the new London Underground campaign, radio and bus backs campaign running all Summer.</p> <p>e) Social Media course. EW discusses social media course for BID members with cost to the BID being as little as £7.50 per delegate. Board members agree that EW can use budget to run these courses in Sept with Piece of Cake training. SB suggested that we put a clause in that members on the course need to follow like Newquay BID to ensure that the BID is being acknowledged and social media for Newquay is continuing to grow. All members present agree for EW to proceed.</p> <p>d) Love_Newquay. EW explained that the Love Newquay social media is gaining momentum very quickly. JC said that he believes the part funding by NALP was underhand and JH as chair should not have been allowed to vote formation of Love Newquay. SB pointed out how positive social media is for Newquay and suggested that we get a breakdown of the demographic following the sites to show its true potential. RC suggested that the board move forward with it and review it on a regular basis. All members present agreed that this should be the course of action and the site should remain with Newquay BID.</p>	
4)Events	<p>a) Night Surf. EW reports on success of event particularly from a PR angle and gaining national press coverage.</p> <p>b) Beach Cricket. EW reports on plans for beach cricket this year to grow the event and management on the day as EW will be on leave.</p> <p>c) Carnival. EW explains BID contribution to the carnival is the children's TV character Peppa Pig who will be doing a meet and greet on the Piazza and outside the Hotel Victoria.</p> <p>d) Big Seaside Screening. EW updates on progress with Event Cornwall in terms of the event organisation. All PR will be out within the next two weeks. EW also explains that the event needs to go to LSAG for review before we can get the go-ahead and that we might need to remove the sale of alcohol.</p>	
5)Street Environment	<p>a) Hanging baskets. EW reports on hanging baskets that the BID is putting up in the town centre from early July. EW also specified that CC have not given final cost for the installation and maintenance of baskets despite persistent emails. EW says BID will refuse to pay more than last year.</p> <p>b) Shop front grants. EW updates on shop front grant scheme and traders that are still completing the works.</p>	EW to put reminder in the press and on website/social media.

	<p>c) Banners. EW discusses with the board the problems with the banners and the winter weather has on them. EW suggests that the current banners are removed in Sept and refurbished and re-installed in March next year. All board members present agree.</p> <p>d) Art installation. EW goes through presentation from Jed Stone regarding Art installation on Beacon Road. Board discuss in some detail. SB suggests that funding for this project should be sought from individual businesses and that there are lots of pots of grant funding around that she could help with. CP says installation is excellent idea and would fill a massive void. No agreement except suggestion to add to agenda of Street Environment committee who will have a budget.</p> <p>e) Footfall counters. EW goes over footfall counter and gives count figures to date. As of July 1<sup>st</sup> counter will have one years' worth of figs.</p> <p>f) Signage project. EW explains to those board members that were unable to make thee earlier presentation about the project and the proposals from 20/20. All members present agree that 20/20 should be awarded the contract for phase one of the projects.</p> <p>g) Gateways. EW talks about how the town team have been working with Newquay in Bloom. Also reports that some of the flower beds are being damaged.</p> <p>h) JP asked about bands on roof. Board seem to think that he might need a licence but he will need to check with Cornwall Council.</p>	<p>EW to set up a meeting with Jed Stone and SB</p> <p>EW just to check with steering committee that they were happy with presentation from 20/20</p> <p>EW to report to Geoff Brown</p>
6) Finance Update	<p>a) signing of Annual accounts by RC and AC</p> <p>b) EW went over budget sheets to agree spend and actions with under/over spends. Please see attached document for outcomes.</p>	
8)A.O.B	<p>a) Appraisal outcome. JH absent</p> <p>b) Operation Brunel. JH asked for the BID board to discuss this intrusive welcome to Newquay. RC said that the Chamber had also discussed it and they had decided not to act as it was a policing issue and some businesses speak very positively of it. All members present agree that it is a police function and not for the BID to be involved.</p> <p>c) Levy collections. EW said that the summons were due out next week and read al list of non-payers with the suggestions that board members should remind those that are in the list if they know them.</p> <p>d) Insurance. EW has gained a quote from NIS which is less than previous years and includes the music and ale festival. All members present agree to stay with NIS. EW to instruct NIS for another year.</p>	<p>EW to add to next agenda.</p>

	e) London underground image. EW shows board 2 images to choose from. Board like both image and all members present agree to use additional budget to product both images so the campaign has an equal Split.	EW to get additional cost of producing one more image and to proceed if reasonable.