

Minutes of Board Meeting

Hotel Bristol, 12 July 2012.

Present:

Andy Hannan	Steve Hawkey
Andy Cole	Gill Moore
Jane Hawkey	John Steer
Lyndon Harrison	John Coltman

Apologies:

Daniel Trotter
Mark Hazell
Ed May

Other:

Eve Wooldridge – BID Manager
Steve Kessell – Visit Newquay (present for agenda item 4)
Rhona Gardiner – Excess Energy (present for agenda item 6)
Signed (BID Director):
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Item	Discussion	Action
	The Board meeting was opened at 17.05pm with 8 Board Members present. Chaired by Lyndon Harrison.	
1) Appointment of Director	Appointment of Andy Hannan as Director on behalf of Cornwall council and Newquay Town Council.	Eve to send Andy necessary forms.
2) Minutes of May Board meeting	EW ran through actions and outcomes of May board meeting. All actions complete and minutes approved.	
3) Minutes of the AGM	EW ran through minutes and actions of AGM. All actions complete and minutes approved.	
4) Steve Kessell, Visit Newquay update	Steve not present, EW explained that due to email being down he had not received the agenda in time. EW updated board on newly launched www.visitnewquay.org website.	
5) Appointment of a chairperson	John Coltman proposed Jane Hawkey as Chairperson for Newquay BID. This was seconded by Lyndon Harrison. All in favour.	JH to take over as chair with immediate effect.
5a) Appointment of 12 Director	EW explained that at the AGM, the chair asked all members present to vote on the Board of Directors making the decision if Veryan Armstrong was to be replaced by a new director. All directors asked to vote if in favour to operate with 11 directors for the next 8 month period until the re-election of all directors. All in favour agreed to continue with 11 directors.	
6) PR and Marketing strategy	RG and EW talked over current strategy objectives and achievements. Also discussed were options going forward, problems and solutions. EW proposed that the Board agree a budget for PR and then RG and EW will work together to the most optimal mix for Newquay using the budget most effectively. EW proposed the same budget as year 1	EW to meet with RG to discuss 12 month strategy and report back to board meeting RG to look at the cost of licensing to enable the BID to put a link to publicity materials on the www.newquaybid.co.uk

	<p>£15000. All in favour agree to appoint Excess Energy for another year with a total budget of £15,000</p>	<p>website.</p> <p>EW to investigate options to work with the German tourist industry.</p> <p>EW to look at the cost of translating the Seven into German.</p> <p>EW/RG to set up a meeting with the airport to look at joined initiatives with regards to the new flights coming from Germany in 2012.</p> <p>In house PR – Eve to get a budget to offer Logan Mather 4 days per week to continue in post.</p> <p>Newquay Safe – EW/RG to meet with Newquay safe to discuss PR and media strategy.</p>
8)Levy collection update and summons	<p>EW went over businesses that have outstanding BID levy payments. EW proposed that familiar businesses should be emailed in the first instance and then the summons sent in August.</p>	<p>EW to send summons list to JH and SH.</p>
9)Finance update	<p>EW went over finance update of income/expenditure and voluntary contributions.</p> <p>EW explained amended budgets that were signed off at finance committee. All amendments accepted by all members present. (See list of amendments on page 6.</p>	
10)Operational update	<p>EW gave board members a copy of the operational update for them to read in own time.</p>	<p>Updates will be uploaded onto www.newquaybid.co.uk once live.</p>
11)Newsletter	<p>EW expressed that all BID members are not receiving email on BID progress and some of</p>	<p>EW to go ahead and produce newsletter.</p>

	<p>them are certainly not reading them. EW suggested that a printed newsletter was sent out mid-August outlining BID activity this year.</p> <p>All present directors agree with this proposal.</p>	
12) VAT inspection Insurance	<p>EW reported to the board that cost for insuring the businesses against a VAT inspection was £200 per annum.</p> <p>SH said that should such a problem occur, WRP would undertake this work FOC.</p>	
13) www.neqwuaybid.co.uk	<p>EW informed board that Oracle Design had been appointed to develop the newquaybid.co.uk website. The holding page was now up and the majority of the website would be live before the end of July despite the holdup which occurred with Pulse code.</p>	
14) HR Update/childcare vouchers	<p>EW explained that she would like Neqwuay BID to sign up to a childcare voucher system and that the benefits for the BID would be an Employers NI saving. It would entail an invoice monthly but the saving would more than cover this.</p> <p>SH clarified this and how the system works.</p> <p>LH proposed this and all members present agreed to EW to move forward with the voucher system.</p>	<p>EW to sign up to scheme.</p> <p>EW to send scheme details to SH.</p>
11) AOB		