

Minutes of September Board Meeting and EGM

Newquay BID board meeting held at the Newquay Rowing Club on Wednesday 10th September 2014 5pm-7pm

Present:

Rachel Craze

Andy Hannan

Sara Black

Johnathon Start (left at 6.20pm)

Jane Hawkey

Darryl Reburn

Jenny Craven

Andy Cole (arrived at 5.45pm)

Pete Butterly (arrived at 5.45pm)

Apologies:

Other:

Kate Cortez – BID Manager (maternity cover)

Alice Beard – BID Marketing and PR Assistant

1) Signed:
Name:

2) Signed:
Name:

Extraordinary General Meeting

1. Welcome and Apologies for Absence
 - a. Welcome from RC, JC and DR introduce themselves to the Board.
 - b. Apologies given from AH and CP. AC running late.
2. Appointment of Directors
 - a. There we're a total of three spaces available on the Board and after it these spaces we're offered to all BID members to put themselves forward the BID received 3 nominations. JC, DR and PB now formal BID board members.
3. Amendment to Articles of Association – ref Written Resolution previously circulated
 - a. The changes must be re-visited as there were errors in the recording of the minutes at the AGM. Minutes were circulated to all BID members prior to this meeting.
 - b. RC reiterates the wording of the changes <http://tinyurl.com/ljd2y4e>.
 - c. Approval of amendment. Proposed by JS. Seconded by SB – All in favour.

Board Meeting

4. Minutes and Matter's Arising
 - a. AGM Minutes
 - i. Proposed by JH and seconded by JS. All in favour.
 - ii. Matters Arising – Accounts have been broken down and foot fall counter is updated monthly.
 - b. June Minutes
 - i. Proposed by JS and seconded by AH. All in favour.
 - ii. Matters Arising – Social engagement to be built in as part of and nearer to the time of BID renewal. AGM Minutes done. Board Report inserted as link in the online minutes. Professional Fee Protection purchased. Possibility of moving to slightly bigger office in Council Office's to meet the extra needs of the BID. Voluntary BID members were approached but none came forward. Coastal BID looked into but would need to be very big and stretch a far as Perranporth to include enough businesses.
5. Operational Update <http://tinyurl.com/pzmf8zv>.

No questions from board following the circulation of the Operational Report

- a. Marketing
 - i. Marketing Plan from Excess Energy <http://tinyurl.com/lmz9dj4> – Have started delivering already as needed to move forward with Fish Festival PR and some reactive PR. Plus we needed to start moving forward with press trips for 2014/2015. SB – where are the 3 days carried over from? KC – from the last financial year.

- ii. Consultation Proposals – The Arkenford Survey was completed in 2010 looking at visitor types and trend for Newquay and Cornwall. This will be repeated again in 2014/2015 free of charge. This means we will be able to use the comparisons for BID renewal.
- iii. Face to Face surveys. There has been face to face research completed throughout the Summer on 330 people looking at the who, where, why, what money was spent on and demographics this would cost £500 to receive the data from – Board feel that this is too expensive, possibility of offering £330 (£1 per person in the survey) . Board feel the best way is to plan forward and budget to be able to do the research ourselves and plan it properly. All agreed to not use the face to face Arkenford survey. **KC and AB to look into cost of the BID doing it for ourselves.**

b. Events

- i. Music and Ale/Festive Festival <http://tinyurl.com/lh3f9ub> – Combined Budget is £14,000, can't deliver both separately on the cost so KC proposes that we combine the Music and Ale and Craft Market so that it reduces the cost. Need however to still decrease the cost. **JH to look into the cost of the stage as seems expensive.** KC aiming to negotiate cost of car park as we're only using half of it. AC suggests including chefs demos in the marquee to attract higher foot fall. KC we will also be applying to FEAST for money towards lanterns. KC also currently in talks to have either Pirate FM or Heart come to switch on the lights. **KC to talk to schools about choirs following on from DR's suggestion.** PB – why does the Festival cost so much when the budget for St Columb's was tiny? AH – the cost of the infrastructure for an event of this size is very high and also would feel uncomfortable asking for things for free and potentially taking money away from other community events. JS – does it need to be three nights? **KC – to look into finishing the Festival on the Sunday afternoon to reduce car park and marquee hire costs.** PB – the cost of the marquee is very high, **PB to pass contact on to Kate for cheaper marquee company.** All agreed for the combining of Food and Craft and Music and Ale Festival.
- ii. Zombie Crawl/Love Newquay Week – currently moving forward with Love Newquay Week, looking for businesses to hold workshops and working with schools to create a window trail throughout the town.
- iii. Surf Festival – plans to support the Approaching Lines Festival. Last year half was in Newquay and half was in Falmouth but we'd like to make sure it's all kept in Newquay last year. It brings a massive extra foot fall into Newquay and we would like to help connect them with the right people. All agreed that they are happy for KC to move forward and put together a proposal.

- iv. Celtic Music Festival – Festival has been relocated to the Atlantic Hotel, will bring 5000 people into Newquay during the shoulder seasons. KC is helping to link them with the right people. Board all agreed for Kate to move forward and put together a proposal.
 - c. Street Environment
 - i. Beach Ranger – KC to develop a Beach Ranger role as part of an apprenticeship to target rubbish on beaches but will also look at conservation and working with the town council. This is to target rubbish in the dunes on Fistral but will also extend to different beaches. Cornwall College has said they can make this bespoke apprenticeship. KC proposes that BID puts some money in but not all and the NTC is also keen to work towards this. SB should approach the Learning Skills Council for funding. SB you should also talk to businesses to see if they want to help lead it. **KC to move this forward and present back to board at next meeting** – All agreed.
- 6. Finance
 - a. Budget – budget is currently very tight but we are progressing. KC would like to arrange meeting with Finance Committee. **KC to circulate possible dates with RC, JH AND SH.**
 - b. Petty Cash Authorisation and Tender Limits – moved to finance meeting to discuss.
 - c. Shared Services Update – Explains changes in shared services agreement with Cornwall Council and the increases in BID levy collection. The BID will now be charged an extra £70 on top of each summons however there is nothing that any of the BID's can do to waiver or change these costs.
- 7. Company Administration
 - a. British BID Association (BBA) membership/Accreditation – If the BID were to become a member of the BBA it would essentially give the BID a gold star and ensure that it is demonstrating best practice. The membership is £935. Concerns that it's only about ticking boxes. **Proposed that AB is to include it in the next BID Buzz and ask BID members what they think,** all of Board agreed.
 - b. Voluntary BID Board Members – this section was covered in section 4.b.ii
 - c. Renewal Timescale – there are three options of when to start the voting process for BID renewal. September/October 2015, November/December 2015 or February/March 2015. All of Board agreed to start in November/December 2015.
- 8. BID Office
 - a. Data storage and additional laptop
 - i. New Laptop for when EW returns from maternity leave would cost £450. Proposed by SB seconded by AH, all agreed.

- ii. Would also like to purchase an external hard drive which would cost about £30/£40. SB – what about something separate from the office though, how about the cloud? KC looked into his already and it is £13 a month to have multiple users. All of board agreed for KC to purchase external hard drive.

9. HR update

- a. All new contracts have been signed.
- b. Eve due to be back in December.

10. A.O.B

- a. KC BID member survey – propose that we produce a survey via survey monkey to send out to all BID members to find out strengths and weaknesses of the BID and what they would like to see happening next year and during BID 2. Board all agreed for KC to move forwards with this
- b. KC Budget Cuts – KC explains possible effects of budget cuts to Newquay <http://tinyurl.com/ksuda5x>. Requests that Board shares it with as many people as possible and invite them to the Budget Consultations on October 14th at Newquay Sports Centre. The BID's Signage Consultation will also be on this day at the Sports Centre.
- c. PB Bigger Events – PB feels that the BID needs to put on more events that will bring bigger foot fall to the town and accommodation for example choir competitions. If we offered prize money it would have a great draw. This way we can say to BID members look this is what we're bringing back into the town. SB – we should definitely also build events such as these into BID 2. **PB and KC to start looking into potential events and competitions.**
- d. DR Apprenticeships suggests KC speaks to Dom Moore for the Beach Ranger Apprenticeships.
- e. AH Toilet update – hoping that toilets on East Street will be approved to be opened on evening of September 11th. Estimated that £25,000 will be taking in revenue from the toilets which will cover the cost of the cleaning. In all vandalism and complaints have been down and cleaning quality is up.
- f. AH CCTV – Newquay Town Council now in charge of all CCTV in the town and will be hoping to go wireless via radio waves soon.
- g. AH Christmas Lights – Newquay Town Council currently have infrastructure for the Christmas Lights but no lights to put up so any help would be appreciated.
- h. AH Street Performers – Newquay Town Council currently trying to create a permit for street performers to minimise the disturbance to traders. Plus Newquay Town Council also trying to implement dog wardens for the beaches and town centre.