

**BID Board meeting – 1st July 2014**

**Present:**

**Directors:** Chris Witt (Chairman), John Kneller (Vice Chariman), Giles Bingley (Treasurer), David Pooley,

Ameena Williams, Colin Glanville, Mike Coles, Annette Miller, Richard Hurst, Trevor Blackburn (representing Karen Blackburn)

**BID Manager:** Carl lamb

**Apologies:** Paul Scott, David Halton

**Absent:** Robin Hunkin

***Minutes & actions***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Minute item/action** | **Who** | **When** |
| 1. | Chris Witt opened the meeting. |  |  |
| 2. | *Minutes of last meeting on 5th June 2014*  Richard Hurst asked for clarification as to whether David Halton’s position on the BID Board is to represent St Austell Chamber of Commerce (Class A) or as a BID Levy Payer (Class B).  Chris confirmed that David is a Class A Director and therefore attends the BID board meetings as a representative of St Austell Chamber of Commerce CoC.  The minutes of the last meeting were then signed off. |  |  |
| 3. | *Bid Manager Update – Carl*  *Christmas lights*  Carl asked the board whether they wanted to go ahead with expanding the Christmas lights to include another street within the town centre.  Mike said that when the BID took over the obligations for the Christmas lights from St Austell CoC there was £5070 in the CoC bank account that had been for the Christmas lights.  This money came from various sources including the town council and £1,000 from Colvase Estates, this has since been paid back to Colvase Estates, leaving a surplus of £4,070.  Mike suggested that the BID contact the CoC and request the £4,070 be transferred to the BID. Colvase Estates will then also transfer the £1,000 to the BID.  *Town Centre Guidebooks*  Carl hasn’t had time to send a new brief to the publishing companies, but will do for the next board meeting.  *Footfall Counters*  There are two other companies offering footfall counters -Experian and Axiometric Technology Ltd. Carl to obtain quotes from both companies.  *St Austell Brand Development*  Carl showed the board the first advert he has designed using the new St Austell branding. This was approved by the board.  *Town Centre Maps*  Hayley Newton suggested creating a town centre map that could be situated in various locations with “YOU ARE HERE” markers. It was suggested that these maps could be reproduced using the artwork from the new town centre guides.  *Town centre-wide WIFI*  Carl has contacted one company – Digital Air Wireless – but has had no reply. Richard Hurst has arranged a meeting with Cloud Networks for 17th July. Carl to feedback to the board at next board meeting.  David Pooley said that the wireless transmitters could be placed on town centre CCTV towers to help keep costs down.  *BID Manager uniform*  Two polo shirts and a jacket are in production. | Carl  Carl  Carl | For next board meeting  For next board meeting  For next board meeting |
| 4. | *BID Finances – Giles*  The BID has invoiced Cornwall Council for £80,000 to date. |  |  |
| 5. | *BID Projects*  *Events Project Team – Carl*  The project team have the following events planned:  Superheroes Day – Saturday 26th July  This has been organised by Stak & White River Place, but Carl is going to help spread the event across town.  *Puppets & Mime event – Saturday 16th August*  Carl is having problems booking puppeteers, therefore this event may not go ahead.  *Battle of the Buskers – Saturday 30th August*  Carl to book buskers.  *Christmas 2014*  Discussed having a Santas Grotto in the town centre and whether to provide Christmas trees for every BID business. Both ideas were rejected.  *Town Centre Security Group Update – David Pooley*  David has looked at our existing CCTV system that is being monitored from a room within Newquay Police Station, but is still waiting for Cornwall Council to hand over the operation of the CCTV system to St Austell town council.  David has also got costings from Goulds Electricals for the hire of radios for the pub & club and shopwatch schemes.  *Marketing Project Group Update – John Kneller*  This was covered within the BID Manager’s update.  *Premises Occupation & Presentation – Richard Hurst*  Poltair School’s GCSE artwork is now in-situ in the old Bump to Baby shop and a Wheal Martyn display is in the old camera shop. We have still had no response from the landlord of the old Warrens bakery shop. Both Carl and Mike have been trying to get a response.  There has been no response from Burtons/Dorothy Perkins. Mike is going to find out the landlords contact details for Carl to send them a letter.  Carl has bought a set of solar lights to trial in one of the planters on Fore Street. Colin has offered to help Carl install them next week. | Carl  Mike/Carl  Carl/Colin | For next board meeting  W/E 11/07/14 |
| 6. | *Britain in Bloom - Annette*  Annette, Richard & Carl spent the day soaking the containers to get water through to the plants. 12 planters have been returned to the Eden Project for replanting.  The project has proven to be expensive, but a lot of the costs are one-offs – purchasing the planters, putting up hangers etc.  The watering has been expensive, but this is due to the large geographical area the planters cover. The plan for next year will probably to purchase a bowser and employ someone to water them. |  |  |
| 7. | *Future meeting dates (2014) –* There is no BID board meeting in August, therefore the next board meeting will be held on Tuesday 2nd September 5.30pm at the White Heart Hotel. |  |  |
| 8, | *AGM update –* The AGM is on Thursday 3rd July 6.30pm at the White Hart Hotel. |  |  |
| 9. | *Torchlight Carnival request for funding*  The Torchlight Carnival organisers have written to the BID asking for financial help towards their event. The BID board decided that they need more financial information and whether the event can be made more town centre-centric before making a decision.  Carl is going to request this information for the next board meeting. | Carl | For next board meeting |
| 10. | *AOB*  Richard suggested that all fixed costs should be reviewed to ensure the BID is getting value for money. Chris said this will be an agenda item for the next board meeting.  Chris informed the board of Tania Hall’s resignation as a BID board member.  Chris is going to write a formal response to the CoC business survey requesting that the BID and CoC formulate a joint survey together.  Although the date has passed for new director nominations, Ameena asked whether someone can still join the BID board and it was decided that they can join the board as a non-voting member if agreed by the board.  The BID board have been invited to a presentation by the Coyte Farm developers at the White Hart Hotel on Monday 7th July at 6pm. |  |  |

**The meeting closed at 7.30pm**