

**St Austell BID Board Meeting**

**Minutes of the meeting held on 7th April 2020.**

**Present** **via Zoom:** Richard Hurst (RH), Roberto Cubbedu, (RC), Sean Marshall (SM), Brian Palmer (BP), Allan Clare (AC), Kelly Fegan (KF), Clive Acraman (CA), Grant Macdonald (GM).

**Present via conference call:** Giles Bingley (GB) & Martin Davies (MD).

**Apologies:** David Rescorla (DR), Ben Delaney (BD), Donna Roberts (DR) & Dale Lovatt (DL).

**Absent:** Ameena Williams (AW).

**In attendance via zoom:** Annette Miller (AM).

1. **Welcome: RH** welcomed the board to the meeting.
2. **Minutes of previous meeting:** The minutes of the board meeting held on the 3rd March were reviewed and approved.
3. **Finance:** Monthly update provided by **GB**. £4,300 refers to 20/21 expenditure for Pirate FM, office and directors’ insurance. This leaves a balance of £18,000 in the account.
4. **Budget:** A letter was sent to all directors outlining a 20/21 budget, based on key assumptions and will form the bases on which future decisions can be made.

The budget allowed for a drop in income of 15% due to possible business failure as a result of COVID19.

Main expenditure and overhead lines reflected the proposed budget at a level of the revised income.

Due to the current pandemic future planned expenditure will be reviewed on a monthly basis, consideration will be given to the pandemic status and take into account the level of income received.

The budget was agreed in principle - **Agreed**

1. **Cost Saving** – against the backdrop of the proposed budget various expenditure lines were given further consideration:

**Events:**

All events support have been cancelled for the next three months April – June. This includes the towns third Garden Festival.

**Christmas**:

Lights, for which we are in contract for the BID term remain.

It was agreed to a scaled down light Switch-on.

Late Nights - In line with feedback from retailer’s late-night shopping events have been stopped, however a £2k budget has still been retained for the proposed weekend event provisionally agreed for the 19th/20th December.

**All Agreed.**

**Publicity:**

An element of this expenditure has already been committed; the remainder will be determined once the current situation is over. **Agreed**.

**Town Support:** Security, Street Cleaning, Street Furniture Decoration.

**Security**: An essential, It was proposed that the current schedule be maintained with an additional patrol put in place per week to support the monitoring premises during the lock down. Patrol levels to be reviewed on a monthly basis by the board. **Agreed.**

**Street Cleaning:** Proposed that we shouldcontinue with this expenditure, however we would hold off until we move out of lock down. We will continue to look to the Town Council to support this as in previous years. **Agreed.**

**Street Furniture decoration:** Expenditure put on hold. **Agreed.**

**Planting:** Having agreed the planting scheme for 2020 in 2019 we have a level of committed costs as we move for spring into summer. Discussion took place to look at ways to reduce this expenditure. Proposed options were looked at, it was agreed that we needed to do something, a scaled down scheme is to have costs confirmed for us to move forward – **Agreed costing for reduced scheme would be presented to the board before the next meeting for them to agree on, this would allow time to confirm with supplier by the target date of the 24th April.**

**Administration:** Council collection charges, Insurances, Office running costs & Salaries.

**It was agreed to keep the BID Manager in post and review at the next meeting.**

1. **Meetings:**
	1. **Safer St Austell -** RH & AM are attending weekly video link meetings with Safer St Austell and will continue to do so. Thus, keeping close contact with the police and support groups for the venerable.
	2. **Cornwall BID Group –** RH & AM are also working closely with Cornwall Bids via video links. AM is also working with British BID’s, Association of Town Centre Managers and South West BID’s.
	3. **Greening & Whitegold –** We continue to work with them on a variety of projects with meetings still going ahead on Zoom.
2. **A.O.B**.
	1. Collectively with the above organisationand the support of our MP Steve Double have written to the Government requesting support to help all BID’s through this turbulent time.
	2. Agreed to invest in ZOOM membership for the duration of the lockdown to allow the BID Board to meet.

RH closed the meeting thanking everyone for attending the board’s first ZOOM meeting and wished everyone well during the coming weeks.

**Meeting closed 18.00**

**Next meeting 5th May 2020**

**5:00pm via video link/conference call.**

**(If restrictions lifted Burton House)**