

THESE MINUTES ARE DRAFT UNTIL APPROVED BY THE BOARD AT ITS NEXT MEETING

**A Meeting of the Newbury BID Board Meeting  
Was held on 9<sup>th</sup> March 2015**

**Attendance:**

Russell Downing (RD), Scott Waters - Chair (SW), Nigel Morrison – Vice Chair (NM), Graeme Leech (GL), Andy Day (AD), David Pickett (DP), Lindsey Finch (LF), Ross Drake (RD\*), Rupert Reeves (RR), Andy Murrill (AM),

**1. Welcome**

The Chairman welcomed all to the meeting.

**2. Apologies**

Apologies for inability to attend the meeting were submitted on behalf of Laura Jones (LJ), Patrick Stewart (PS), Philip Gray (PG) and Paul Redman (PR).

**3. A.O.B:**

Trade Waist - RD

**4. Minutes**

RD proposed The Minutes of the meeting of the Board held on 12<sup>th</sup> January 2015;  
DP seconded the minutes.

The minutes were approved as a true and correct record and signed by the Chairman.

**5. Correspondence**

Correspondence had been received from a reporter on behalf of a BID business and submitted to NWN, however as it was factually incorrect.

A second piece of correspondence had been received via the Town Council regarding a public apologies for the Christmas market blocking the war memorial.

**RESOLVED: That the emails and response be noted but that no action be taken**

**6. Managing Director's Report**

The Board considered the report of the Managing Director, which covered a number of areas of activity. A summary of these activities is set out below.

Feedback was given to the board from the 'Meet the Board' event held in January, better numbers attending the event and two great presentations from Chris Bolton, Greenham Common Trust and George Swift, Bigger Brighter Bolder. The board were updated on the new Ranger, Sam and her progress. The Board were briefed on the new look Visitnewbury.org.uk website and the recent visit from UKTI.

**RESOLVED: That the report be accepted by the Board**

**7. Finance**

RD presented the latest balance sheet and budget having been prepared by Ross Brooke.

RD reported that the levy collection is looking healthy, with a 98% collection rate. WBC do a very good job (national average 96-97%).

**RESOLVED:**

- i The update & review was accepted by the board**
- ii The budget be reviewed at each board meeting**

**8. Project Update**

**8.1 Marketing**

RD reported back to the board with progress of the marketing group, and the decision to move the meetings to monthly from quarterly. The plans for the coming year are to be presented to the marketing group prior to being accepted by the Board. RR requested a full list of attendees

**RESOLVED: I That the report be accepted by the Board  
II RD to issue a full list of attendees**

**8.2 Visit Newbury**

RD updated the board on the launch and upgrade of the Tourism site. Early indications from the site analytics indicate that it is already achieving the same numbers as the old site in its first month. A request was made to add links to the various social clubs, i.e. Lions, Rotary etc.

**RESOLVED: That the report be accepted by the Board**

### 8.3 Purple Flag

RD updated the board on progress with Safer Socialising and the window for applications now being open.

**RESOLVED: That the update be noted**

### 8.4 WiFi

RD updated the board on progress

**RESOLVED: That the update be noted.**

### 8.5 Power in Northbrook Street

RD Updated the board on progress

**RESOLVED: That the update be noted**

### 8.6 Events

A discussion took place a round the key events programme

**RESOLVED: That the update be noted**

### 8.7 Christmas

RD updated the board on the plans for this year following the latest Christmas & Events meeting

**RESOLVED: That the update be noted.**

### 8.8 Footfall

Rd updated the board on the latest Footfall Figures – these can be viewed in the newsletter and on the BID website

**RESOLVED: That the update be noted**

### 8.9 Vacant Unit rates

RD updated the board on the latest vacant unit rates.

**RESOLVED: That the update be noted**

**9. BID II**

NM will be Chair; working party already discussed. Strategy in place by end 2015; vote will take place circa October 2016

**RESOLVED:**

- i a separate communication plan for the BID must be in place.**
- li The update be noted**

**A.O.B**

- i RD requested that all trade businesses respect the collection dates and times for trade waste as this was becoming a problem and having a counter productive affect to the image of the town.
- li The board agreed to start the recruitment process for the three vacant retail sector and one vacant office sector board seats.

**Next meeting:** 11<sup>th</sup> May 2015 at 10:30am.