

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

**A Meeting of the Newbury BID Board Meeting
Was held on Thursday 17th November 2016**

Attendance:

Russell Downing, Ross Drake, David Pickett, Fiona Crooksmith, Scott Waters, Matt Garvey, Phil Opie, Andy Murrill, Chris Davies, Graeme Leech, Andy Day, Jamie Allen, Anna Sampson

1. Welcome

Ross Drake explained to the group that Nigel Morrison had moved stores and as such had resigned at short notice. Being the Vice Chairman, Ross Drake Chaired the Meeting and was unanimously voted in as Chairman of the BID Board.

The Chairman welcomed all to the meeting and introduced the new Board members

2. Apologies

Apologies for inability to attend the meeting were submitted on behalf of: Phil Gray, Rob Boobyer, Rupert Reeves, Lindsey Finch, Nigel Morisson

3. A.O.B:

- i) Christmas Market
- ii) Utilising the Board experience
- iii) Annual General Meeting
- iv) Committee structures
- v) Night Time Economy

4. Minutes

There were no minutes to approve as the last meeting had been a re-election meeting

5. Correspondence

ATCM & British BIDs

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.

Russell Downing reported on:

- (i) Renewal - the results of the renewal was discussed in depth and a conversation took place around how we engage further with the levy paying community
- (ii) Business Visits – clearly these had increased as the consultation for the renewal business plan was developed. This had given the BID team valuable insight and more engagement as to what the businesses were looking for.
- (iii) Meet the Board – this was changed slightly in the fact that it was broken down into smaller sector specific groups to better understand individual needs
- (iv) Visit Newbury – continued work to develop the site and look at ways of attracting and engaging a larger audience
- (v) CCTV – activity had slowed as we waited for the draft agreements from TVP
- (vi) Vision 2026 – The next stage of development had been put on hold pending the outcome of the BID renewal, this would be picked up in the New Year with Maruc Franks and Russell Downing.
- (vii)

RESOLVED: That the report be approved.

7. Finance

Russell Downing presented the latest balance sheet and budget having been prepared by Ross Brooke. Russell Downing explained the need to manage the cash flow carefully towards the end of the financial year as has been done in the past 4 years.

RESOLVED: The update & review was accepted by the board.

8. Project Up-date

8.1 Spreading the word

Russell Downing updated the group with a number of reports covering social media, Visit Newbury and the more traditional marketing via the radio and print.

8.2. Getting Out & About

Russell Downing updated the group on the work of the rangers, much of their time had been consumed dealing with the link between businesses and petty crime/ASB. Much of the time had been spent along the day to day visiting businesses as part of the consultation for the new Business Plan

8.3. Attractive Town Centre

Russell Downing updated the group on progress with Christmas decorations and planned season events.

8.4. Business Support & Income

Russell Downing informed the board that work carried out on this project, Commercial revenue is now starting to pick back up and work on the debtors was in progress.

RESOLVED: That the report be accepted by the Board

9. K.P.I's

Russell Downing presented the footfall figures and vacant unit report as detailed in the newsletter and available at www.visitnewbury.org.uk/newburybid/ompany matters

RESOLVED: That the report be accepted by the Board

A.O.B

Russell Downing updated the group on the Christmas & events meeting relating to the Christmas Village having to be cancelled.

A discussion took place around the merits of an AGM. It was felt that the information provided by the BID in the annual statement and annual report was adequate

A discussion took place about the best use of the skills of the board members. Ross Drake asked for all the board members to email Russell Downing with what they could help with.

Next meeting: Thursday 19th January 2017