

## Lichfield BID Directors Meeting

11<sup>th</sup> October 2016

BID office – Lichfield

### Apologies:-

Paul Maddox – The Scales (BID Chairman)

### In Attendance:-

Simon Lumb – Friary Shoes (BID Vice Chairman)

David Tomalin – BID Manager

Angela Burns – The George Hotel

Simon Warburton – Lichfield Cathedral

Tony Beard – AIT (Company Accountant)

	Action
<p><b><u>Apologies</u></b></p> <p>Received form Paul Maddox.</p>	
<p><b><u>Minutes from the last meeting</u></b></p> <p>The minutes from the last Board meeting were approved and signed off ready to be added to the website.</p>	
<p><b><u>Accounts / Budgets</u></b></p> <p>TB reported on the accounts for the 12 months to 30<sup>th</sup> September 2016.</p> <p>We are currently reporting a surplus of £61k, although final invoicing from Gold Star Security for September and Debtors of £120.00 to be chased, will see this amount change slightly when the final draft is produced in time for the AGM.</p> <p>£30k has been spent in the last quarter including £4k for Christmas Lighting, £5 to Peter Walker for Christmas Lighting Installations and £5k for Springboard for footfall counters.</p> <p>We can expect a VAT Return of £6k.</p>	

<p>Abbreviated accounts will be made available for AGM attendees and a vote will be required to approve them.</p> <p>TB to enable comparison between budget and actual spend in year 2.</p> <p>SW request a cashflow forecast for year 2 to enable better budgetary management</p> <p>DT to chase outstanding debtors (Total £120.00)</p> <p>Current collection rate is 92%. The trigger point for further action to recover payment from outstanding payments will be advised by our collection agency (Lichfield DC) and subject to BID agreement.</p> <p>Year 2 BID levy bills are scheduled to be produced and distributed in October.</p> <p>Need to communicate at the AGM that our funding was received up-front and that Year 2 will be a different arrangement.</p>	<p></p> <p><b>TB</b></p> <p><b>TB</b></p> <p><b>DT</b></p> <p></p> <p><b>DT</b></p>
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<p><b><u>Project Updates</u></b></p> <p><b>Marketing &amp; PR</b></p> <p>Springboard have advised that planning permission is required for our current planned footfall counter locations.</p> <p>DT to check on-line for locations of listed building and whether there is any opportunity to move them to a non-listed building. SW suggested that he may also contact Clare Hines at LDC who may be able to help.</p> <p>City Centre Development Strategy covers much of the same ground as BID. No sign of progression as yet or understanding of how the BID will influence areas that align. SW is talking to LDC to see if resource is available to support the programme.</p> <p>It was agreed that the BID should move forward with any PR requirements that meet it's needs, mindful that we keep Elizabeth Thatcher advised of what we are doing.</p> <p>LDC are likely to ask that the BID website be hosted elsewhere. DT to investigate if the Chamber can help support this as part of the management fee. This may require a fee per transaction agreement (e.g. per upload.)</p> <p>DT to create a SLA for Jonathan Oates who is delivering our social media needs for three months as a trial</p> <p><b>Events</b></p> <p>There has been a review of the Food Festival and next years event will be a three day event covering the whole of the Bank Holiday. Clear allocation of roles and responsibilities has been identified as a key issue. The BID will be the responsible</p>	<p></p> <p><b>DT</b></p> <p><b>SW</b></p> <p><b>DT</b></p> <p><b>DT</b></p> <p><b>DT</b></p>

<p>body but will have a clearer management function that is adept at milestone planning and ensuring delivery. In 2017 traders will be required to pay up-front.</p> <p>It was agreed that the BID will focus on two festivals (Food and Christmas) in terms of helping to organise and manage. All other festivals may be supported financially upon application and consideration ( and budget being available.)</p> <p>Christmas lighting installation by Peter Walker will happen from 19<sup>th</sup> December at three locations around the City. A statement of requirements and expectation has been given to Peter to work to. DT to define how many shows, at what time frames etc with Peter.</p> <p>Peter is also working on Flash-Mobs to deliver an advent themed attraction that will play well to social media channels.</p> <p>Christmas Leaflet – request for £2k contribution from LDC. Directors have requested further information about advertising revenue efforts and support as well as timescales and costs for this to be considered.</p> <p><b>A Safer City</b></p> <p>The City Guardians no longer use the BID office although they can access the building for toilet facilities. They collect radios and clothing from the Gold Star Office prior to the beginning of their shift and return them thereafter.</p> <p><b>An Attractive City</b></p> <p>Meeting planned with Craig Evans and John Roobottom to discuss the car-parking plans that are on-going.</p> <p>Bunting to be taken down and stored at end of October.</p> <p><b>Business Support</b></p> <p>DT is still working with the Chamber to develop a networking event specifically aimed at BID businesses.</p> <p>DT has been in touch with First Response Training and they are happy to manage the administration function to support training delivered locally to BID businesses. DT to agree pricing.</p> <p>AB to meet with Andrew Buckman who has previously made some suggestions as to how the BID can support the BPS community in Lichfield. DT to review the paper and provide some first thoughts about what can be achieved.</p>	<p><b>DT</b></p> <p><b>DT</b></p> <p><b>DT</b></p> <p><b>DT</b></p> <p><b>DT</b></p> <p><b>DT</b></p> <p><b>DT</b></p>
<p><b><u>AOB</u></b></p> <p>It was requested that the AGM be moved from it's current Monday evening slot on 21<sup>st</sup> November. DT to check availability of space and that its does not clash with any local Chamber meetings. Suggested dates 22<sup>nd</sup> and 29<sup>th</sup> November.</p>	<p><b>DT</b></p>

**Date of next meetings:**

**24<sup>th</sup> October for a pre-AGM Preparation Meeting, The George Hotel 6.00pm**

Minutes Approved – Signed: \_\_\_\_\_

Chair of the meeting

Date: \_\_\_\_\_