

Lichfield BID Directors Meeting

9th May 2016 14:00 hours

BID office – Lichfield

Apologies:-

Paul Maddox – The Scales (BID Chairman)

In Attendance:-

Simon Lumb – Friary Shoes (BID Vice Chairman)

Morag Pringle – BID Manager

Angela Burns – The George Hotel

Simon Warburton – Lichfield Cathedral

Tony Beard – AIT (Company Accountant)

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| <p><u>Apologies</u></p> <p>Paul Maddox offered his apologies for the meeting and Simon Lumb, Vice Chair, has agreed to chair this meeting</p> | |
| <p><u>Minutes from the last meeting</u></p> <p>The minutes from the last Board meeting were approved and signed off ready to be added to the website. It was also agreed that all approved minutes from the steering group meetings should also be added to the website.</p> | <p>MP</p> |
| <p><u>Accounts / Budgets</u></p> <p>TB reported on the accounts for the 7 months to 30th April 2016. The next VAT return has been completed and shows £2453.68 to be paid on 11th May 2016. There is currently a net surplus for the 7 months of £32,640.</p> <p>The cashflow analysis is broken down showing exactly what has been spent on what type of expenditure.</p> <p>TB advised that he had contacted Lichfield District Council regarding obtaining a breakdown of the BID loan amount of £10,300 repaid this year, so that he might claim the VAT back on this. However the council have advised only that this is the figure of the loan re-payment. TB to make further contact with them for the</p> | |

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| <p>the project.</p> <p>The marketing strategy brief was being drafted by Lizzie Thatcher from Lichfield district council, following discussions with MP and SW for input. It was hoped that this would be ready to be sent out for tender shortly.</p> | <p>MP</p> |
| <p>Quotes had been received to update and print new copies of the city guide and map, which had been circulated amongst the steering group for approval. Final amendments were to be received by the end of this week ready to go to print within the next couple of weeks.</p> | <p>MP</p> |
| <p>A press release on the training courses was taken up by Lichfield Live and the press release regarding the radios and City Guardians was taken up by Lichfield Live and Lichfield Mercury, with a large article including photographs appearing in the newspaper and on line. Touch FM also conducted an on air interview with Paul Maddox our Chair at the end of last week regarding this project.</p> | |
| <p>Food Festival update was given, advising Tempest Ford had expressed an interest in taking up a sponsorship of the event. The next full planning meeting was scheduled for 19th May at which time the full program of activities would be drafted ready for marketing literature to be produced.</p> | <p>MP</p> |
| <p>The Christmas ice rink was still planned and a meeting had now been set up between the head of the district council, the head of the city council and MP to discuss the use of the Market Square as a location. Discussions were still on-going with the Cathedral regarding the use of their land and this had been provisionally approved by their events committee subject to conditions. SW advised that following the outcome of the meeting with the councils, MP should report back to him to further the negotiations with the Cathedral.</p> | <p>MP</p> |
| <p>It had been agreed at the last steering group meeting that the only events the BID would support this year would be the food festival and Christmas, although some small financial support may be possible for other events subject to the budgets allowing for this. The Directors reviewed the forecast budgets for the year and agreed to a slight increase to the Events budget to allow for a fund of £5000 to be offered out on a call for funding requests from other event organisers. It was agreed that this would give until the end of May for submission and then the steering group would review all applications to put forward a short list. The Directors meeting would then confirm approval of applications at their next meeting on 6th June. A press release would be drafted to promote the call for funding applications and this would be advertised on the website and through social media.</p> | <p>MP</p> |
| <p>A Safer City</p> | |
| <p>The new radios had been distributed out on 4th May and training given. They were working well and reception was excellent.</p> | |
| <p>The City Guardians had commenced on Monday 2nd May for the bank holiday and last weekend. Daily reports from the guardians included information on all incidents they witnessed along with recommendation for improvements that could be made to make the city centre safer and cleaner.</p> | |
| <p>Richard Lewis was now working under the BID on the Business Exclusion Scheme and was contacting businesses to sign them up. SW asked if MP would now be his line manager on this project and she confirmed that she would be acting as such. Time sheets and expenses would be submitted to her for approval and payment. It was recognised that at some meetings RL would need to declare an interest due to this.</p> | |

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| <p>An Attractive City</p> <p>The WiFi project is still pending further discussions with Three Spires Shopping Centre due to their planned project to install WiFi in their centre. It was acknowledged that this project may now fall over into year 2 due to time constraints, but that budgets would be carried over to cover the costs for this once it was commenced.</p> <p>The parking charge increases and the potential trial for the new payment machines was due to be heard at the council cabinet meeting this evening. It was hoped that the outcomes would be relayed shortly after and a timetable produced for the scheme.</p> <p>MP reported that the steering group had approved for the BID to replace the bunting in the city centre this year and so far several quotes and samples had been received. We were awaiting one more set of samples and quotes before the final choice is made, ready for this to be erected in time for the Summer months. MP advised that a quote had also been received from Darwin Electrical who put the bunting up in previous years.</p> <p>Business Support</p> <p>MP reported that the first three first aid training courses had been completed with 40 people having received training. The courses had been very well received with extremely positive feedback obtained from delegates. A further 6 dates had been set in partnership with the LDТА. 4 of the 6 dates were now completely fully booked. The first of these new courses will be on 16th May.</p> <p>A Customer Service training course had also been booked by LDТА and they had offered 7 places on this course to the BID. All of these places have now been booked and, subject to feedback from this course, further dates will be arranged.</p> <p>At the last steering group meeting there was a presentation given by Utility Warehouse on their service, however it was felt that this was a pyramid sales scheme and any promotion offered by the BID for this would be at our own cost. Therefore, following discussion, the group made the decision to support the proposal from UtilityWise subject to approval by the Directors. Approval was given.</p> | <p>MP</p> <p>MP</p> <p>MP</p> |
| <p><u>AOB</u></p> <p>There was no other business to discuss</p> | |
| <p><u>Date of next meetings:</u></p> <p>Monday 6th June 2016 – 2pm Tuesday 19th July 2016 – 2pm Monday 19th September 2016 – 2pm</p> | <p>ALL</p> |

Minutes Approved – Signed: _____

Chair of the meeting

Date: _____