



**Poole BID Board meeting
6pm 27th March 2017 Dolphin Shopping Centre**

Attendance

Directors		
Jonathan Sibbett (Chair)	JS	Sibbett Gregory
Gabrielle Naish (Vice Chair)	GN	Project Climbing Centre
Helen Challis	HC	Quay Holidays / Quay Living
Alyson Smyth	AS	Poole Pottery
Michelle Woodrough	MW	Cashino
John Grinnell	JG	Dolphin Centre
Andrew Goss	AG	Bruce, Lance & Co Solicitors
Philip Barnes	PB	Purbeck Pottery
Cllr Andy Garner-Watts	AGW	Borough of Poole
Pete Wilson	PW	Lighthouse
Cllr Mohan Iyengar	MI	Borough of Poole
Other attendees		
Carlie Palmer	CP	BID Manager
Graham Richardson	GR	Borough of Poole

Apologies

Joanne Bateman	Quayside Emporium
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1 – Welcome, introductions and apologies

	Actions
Introductions were made and apologies given. Jonathan S thanked Dolphin Centre for hosting.	

2 – Minutes of the last meeting and matters arising (30th January 2017)

	Actions
<p>The board reviewed the Welcome Pack draft. A headed letter sheet to be used Cover letter to include topline information about the BID as an overview introduction to the levy payers</p> <p>Mohan and Graham have discussed membership of Poole Tourism partnership. Mohan reported detailed breakdown of fee. Graham confirmed that this is an annual fee. It was agreed that membership provides an official formal footing with Poole Tourism and provides the BID with the benefits. Gabi asked if we should be paying Tourism to promote Poole in general when it should be focused on just the BID area. Board</p>	<p>Carlie to draft the cover letter and send to Comms team for sign off</p>

<p>decided that the BID's aim is to improve footfall to the town and therefore promoting Poole through Poole Tourism helped with this. Also some levy payers who are not members of Poole Tourism will benefit from the link to the tourism website, once all businesses are on the directory. The Board agreed to go ahead with membership.</p> <p>Mohan spoke about match funding. Ongoing discussion re the Big Lottery Fund. Request for funding should give community benefit. Possibly link with Poole Quay Forum. Consider local charities to link with. Helen mentioned that the subject of match funding came up in the Dorset BID meeting. Could all local BIDs join together for funding? Pete reported that the Lighthouse have been very involved in applying for funding and therefore to keep them involved. The board agreed that match funding needs a working party. Jonathan M said that we should ensure that the funding benefits the levy payer's area. Michelle said that anything that works towards a better town would benefit the levy payers. Gabi is in discussion with AUB.</p> <p>Wi-Fi – see BID Manager's report</p> <p>Market – carried forward</p> <p>Poole Boat Show – Helen reported that the Boat Show had offered a stand to the BID however it was decided to decline</p> <p>Jonathan S updated the Board re the BID office. Andrew has kindly agreed to represent the BID. Legal and General have been instructed. John confirmed that the premises heating and air conditioning were being installed by the end of April and the fire alarm system. The intercom was in hand. The offices would need redecoration and the Board agreed to do this ourselves.</p> <p>The minutes were agreed and can be uploaded to the website.</p>	<p>BID invoice to be paid</p> <p>Working party for match funding to be set up</p> <p>Gabi to discuss match funding with AUB</p> <p>BID to decline the stand at the Boat Show</p> <p>Carlie to publish the minutes.</p>
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3 – BID Manager Update

	Actions
<p>Carlie reported that the BID Manager’s report now only includes items needing discussion.</p> <p>WiFi update. Testing is being carried out today. Dependant on Open Reach. Working towards a live date of end April. PR and photoshoot to be arranged to promote the Wi-Fi. Jonathan M suggested a count down board. The Lighthouse offered assistance with this and said that the board would need a power supply. The board agreed that the live date must be confirmed before any specific launch date is publicised.</p> <p>Digital screens update. Carlie reported that she is in ongoing discussions with Pow Wow.</p> <p>Levy payers insert. These have been sent to invoice addresses of levy payers. The Board agreed to get a further x 600 printed so that they could be handed out to levy payers. Distribution to be done by Directors in their areas. Next time printers to print and fold.</p> <p>Floral displays – planters and pots Carlie is obtaining information about what we have had in the town previously. John suggested we work with Chestnut Nursery. Helen reported that there is mention of planting in the Cleaning Project report. Jonathan M asked if the BID could pay for tubs and then levy payers could manage their own planters. Graham highlighted the restrictions regarding planters on the highway. Helen proposed that we could get sponsors and use signage to say ‘sponsored by....’. Service levels and maintenance requirements to be decided.</p>	<p>Carlie to continue to follow up and provide live date at the next Board meeting.</p> <p>Carlie to arrange print of a further 600 copies and advise when ready for distribution</p> <p>Directors to distribute to their BID areas</p>
<p>Administrator Role Carlie has written a Job description to send to Board for feedback</p>	<p>Carlie to send Job description to Board for feedback</p>

<p>Carlie reported that she is now up to date with everything and ready to take on projects</p> <p>Newsletter – It was agreed that the format was good. Carlie to distribute to Board to review. Helen asked when next newsletter is due – and it was decided that we need one to cover Wi-Fi, Clean Up and Meercat. Timing to be decided as the levy payers insert has only just been sent out. Meeting of the Comms team to be set up Jonathan M to be included in Comms team</p>	<p>Carlie to send newsletter template to Board for feedback</p> <p>Carlie to arrange meeting of Comms team</p>
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4 – Spring Clean

	Actions
<p>Gabi and Helen have put together a report on this project and went through the detail. A lot of research has been done. A photographic record of the current state of the BID area has been put together, to use as a reference document for this project but also to review improvements over the years. This will be held in the BID office. Date of Spring Clean set as 2nd to 7th May to action before busy season and Maritime Festival. Full details in the report – each item was discussed. The <i>proposed</i> budget was detailed as follows - Promotional material - suggested budget £616 Cleaning materials - £300 Email shot to send to businesses T-shirts – £200 Bunting and Flags – to remain up for the season. Reviewed costs of previous years. Suggested budget £5k which includes £2k for installation. Bunting to be used across the whole BID area, not just the High Street. Ensure nautical bunting is checked for meaning. John may be able to provide a cherry picker to save costs. Flag competition also being carried out. Detail to be checked, Flags in Falkland Square. Graham to find out size of these.</p> <p>Cleaners – for levy payers who require assistance and also empty properties. Suggested budget £1k</p> <p>Competition to be run – the cost of the prize was discussed and it was agreed that ideally the prize would be sponsored. Maintenance works especially high level works eg clearing guttering, high level facia cleaning or painting. Suggested budget £4k plus council licence required. Support requested from council members regarding getting the licence for this.</p>	<p>Graham to find out size of flags/banners in Falkland square</p>

<p>John informed the meeting about proposed Spring cleaning/painting of the Bus Station and the area on the George roundabout.</p> <p>Assistance required from the council re lights that need replacing in the bus station.</p> <p>Other areas of concern discussed including Railway Bridge. Underpass from Lighthouse to Dolphin Centre – quotes obtained re signage to dress the underpass in murals etc. Permission from the council would be required. Due to high cost this is to be discussed further. BID would like to use a local company for this. AUB looking at history of Poole for boards. Lighthouse would like to be involved.</p> <p>Empty units – landlord register required to follow up. Ilona is working on this.</p> <p>Discussed vinyls for empty units windows or backlit projection. Costs to be confirmed. Landlords to pay for these and receive rates benefit.</p> <p>Borough of Poole cleaning and maintenance – Meeting to be set up with councillors and council department to discuss areas of concern. Take along photographic survey for reference.</p> <p>Floral displays – suggested budget 5k</p> <p>Toilets – the Board are very concerned about the closure of the public toilets. A key issue for the levy payers. Discussion re possibility of providing alternative facilities. Cost is very high and would need council permission. Ongoing discussions. Carry forward to next meeting</p> <p>Jonathan S thanked Gabi and Helen for their work on this project so far.</p> <p>This will be the first Spring clean – to be ongoing over the years. Needs engagement with businesses and proper consultation to move forward. The project group and Carlie to be involved in any discussions with BID members whose properties require maintenance or cleaning.</p> <p>Budget of 20k for whole project confirmed.</p> <p>The project needs a bigger working group.</p>	<p>Carlie to obtain landlord register from Ilona</p> <p>Councillors arranging a meeting with council dept</p> <p>Agenda point in next meeting re Public Toilets</p> <p>Cleaning project working group needs additional members.</p>
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5 – Future Projects

Helen presented an idea re a laser light event similar to Longleat. Feedback was that it was a good idea. More information to be obtained. Ideally an event that would be sponsored. More information will be provided following a second meeting.	Actions
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6 – Premises

See above – minutes of last meeting.	Actions
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7 – Financial Update

Carried forward to next meeting.	Actions Include as agenda point in next meeting
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8 – AOB

	Actions
Carried forward to next meeting.	

9 – Dates of future meetings

Monday 24th April 2017 – Dolphin Shopping Centre