



**Poole BID Board meeting
5.30pm 8th May 2017 Dolphin Shopping Centre**

Attendance

Directors		
Jonathan Sibbett (Chair)		Sibbett Gregory
Gabrielle Naish (Vice Chair)		Project Climbing Centre
Helen Challis		Quay Holidays / Quay Living
Alyson Smyth		Poole Pottery
John Grinnell		Dolphin Centre
Andrew Goss		Bruce, Lance & Co Solicitors
Philip Barnes		Purbeck Pottery
Cllr Andy Garner-Watts		Borough of Poole
Joanne Bateman		Quayside Emporium
Michelle Woodrough		Cashino
Cllr Mohan Iyengar		Borough of Poole
Jonathan Maidment		Mortons Jewellers
Other attendees		
Libby Battaglia		Arts Ambitions

Apologies

Pete Wilson	Lighthouse
Carlie Palmer	Bid Manager
Graham Richardson	Poole Tourism

1 – Welcome, introductions and apologies

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

2 – Presentation by Libby Battaglia from Arts Ambitions.

	Actions
Libby presented a proposed Digital Lights festival / event ‘Light up Poole’ to the Board. This is proposed for February 2018. Arts Council funding is being sought and 40% of funding is needed to apply for this.	Libby to provide the presentation to the Board for a more detailed review and consideration.

3 – Minutes of the last meeting and matters arising (24th April 2017)

	Actions
<ul style="list-style-type: none"> Welcome Letter draft updated with new contact details 	

<ul style="list-style-type: none"> • Newsletter to be put together by Comms group • Public Toilets – carried forward to next meeting • Financial update - carried forward to next meeting • New business telephone system has been arranged and new phone number confirmed. The old telephone number is definitely not functioning. • All other actions are included in the minutes under project updates • The minutes were agreed and can be uploaded to the website 	<p>Planned for early June Include on agenda in next meeting Include on agenda in next meeting</p> <p>Carlie to publish the minutes.</p>
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3 – BID Manager Vacancy

<p>The board were informed that Carlie Palmer’s last working day will be Friday 19th May 2017. Arrangements for a handover were decided.</p> <p>Recruitment was discussed. Job description for the role to be distributed to the Board for review and discussion in next Board meeting.</p> <p>The use of a recruitment company was discussed.</p> <p>Interim arrangements were discussed. Project groups to continue with possible assistance from Poole Tourism or Town centre management team for digital media support.</p> <p>John proposed that Adrian Trevitt, Economic Development Manager for Borough of Poole, be invited to next Board meeting and invited to co-opt on to the Board</p>	<p>Actions</p> <p>Alyson to distribute Job description</p> <p>John G to approach recruitment company</p> <p>John G to invite Adrian Trevitt to next Board meeting</p>
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4 – Project Updates

<p>Light Up Poole Event The Board agreed to support this in principle.</p>	<p>Actions</p> <p>Helen to feed back to Libby</p>
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Spring Clean / Town Dressing

Thanks were given to the team for this project. Cleaning last week all carried out. Helen produced follow up flyer to keep the momentum going. Any future works that levy payers may wish to do to let us know. We need to encourage BID involvement going forward.

Dressing the shop fronts now taking place. Window displays will be judged during the Maritime Festival.

Bunting going up this week. Floral displays will be end May / early June dependant on flowering.

A group called ' Mens Sheds' have volunteered to complete the painting of the lamp posts. BID to provide paint.

We need photos of the High Street once this has all been done.

Project costs now stand at £27k

The Board thanked the cleaners for all their hard work.

WIFI

Dolphin, Falkland Square now complete.

Issue with BT installation in High Street to be resolved.

Awaiting commission date.

Screens

John met with LNX who have put screens into towns in Maidenhead, Bluewater and Canary Wharf. 15% of the time the screen footage would be for BID use – this is negotiable. The screens are revenue generating. The BID decides what adverts can be show – could be car ads, make up ads (ie not conflicting with town's retail offering). BID would receive a percentage of the revenue generated.

Sites – beside Saltrock for one screen and a freestanding pod on the High St side - could be double sided.

Agreements are usually 3 or 5 years.

Christmas

Jo advised meetings had been arranged with 3 event coordinating companies for later this week. Parade route was shared. Boat has been booked. Entertainment to be booked. Helen preparing event spec for the meetings.

Budget mentioned but too early to assess. Hope to have proposal recommendation at next board meeting.

Arts University Bournemouth

Discussion over next stages for students and whether we want them to prepare some streetscape design ideas for the High St. Ideas need to be deliverable. Lighting considered to be important too. Needs to be suitable for

John to obtain update / timescale

John will present a proposal when has all the info.

For next agenda

<p>their course. Potential to work with Poole Quays Forum when CIL (community infrastructure levy) monies may be released – separate discussion with Poole Quays Forum to be arranged in due course. Gabi has meeting arranged with Chana at AUB next week. There is a monetary prize still to be offered. David now working in London. Jonathan S agreed to join this group. Location to display model to be decided – considering Spire. Discussion on street surfacing and costs – Borough of Poole plans are potentially very long term and this could be a point to be challenged. Paving considered dangerous in some locations presently. Agreed conversations with AUB to be ongoing and discuss next milestones and where value could be added.</p> <p>Jazz by the Sea Event Update required. Posters have been seen with Jazz/BID info on outside Wilko and Druckers. Schedule of event required so we can start to promote the performances planned. Need to understand what we are getting for our sponsorship. PR to be written and social media to be schedule.</p>	<p>Gabi and group to meet with AUB</p> <p>Meeting with Poole Quays Forum in due course</p> <p>Carlie to obtain schedule, details on our sponsorship, write PR and schedule social media posts.</p>
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5 – Future Projects

	Actions
<p>Markets John and Adrian Trevett met recently and discussed various issues including the market. John was dismayed to be notified of an attempt at a food market in Falkland Square over the weekend. Not great quality and complaints from local businesses with burger smells wafting into clothing shops etc. Considered markets need to be high quality or they are detrimental to the High Street.</p> <p>Conference To be organised for early July. Next agenda.</p> <p>Communication Group Update Mostly covered earlier in the meeting. Helen updated the Poole Tourism website page agreed and the location. They will initially build the page utilising the wording and photos used in the recently published</p>	<p>For next agenda</p>

<p>Poole Attractions Guide. Details can be amended from time to time. BID can also post special offers and events on the website.</p> <p>Finance Andrew arranging a meeting with Stour Valley.</p> <p>Schedule of Working Groups Running over time - progress next meeting.</p>	<p>Andrew to arrange meeting.</p>

7 – Financial Update

<p>See previous</p>	<p>Actions</p>
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8 – AOB

<p>Premises – John updated that heating, fire alarms are now completed. Andrew advised lease has gone out and enquiries now raised. Approved for Andrew to instruct standard local searches to be undertaken.</p> <p>Database – Helen raised the potential need for a database to hold levy payer details – to include both landlord, tenant information as well as other interested parties. Benefits would be that each director could access a cloud based system and it could also be used for marketing purposes (sending out emailshots etc) too. Cost from Act is just over £2000 – but this is initial quote obtained. John provided details of another option he had received from a Leeds contact.</p> <p>Resolution – Gabi raised that this was missing from agenda. Andrew has drafted a new policy to be typed up (resolution not needed, just a new policy). New potential board members can then be approached. Also considered to invite Adrian Trevett onto board as co-opted member (non voting) as well as Graham Richardson.</p>	<p>Actions</p> <p>Helen and John to review</p>
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<p>Jazz band at Delphino – Mohan advised that Lena at Delphino had requested permission for a jazz band at Delphino and this had been agreed with BoP.</p> <p>BID community details – Jonathan M had prepared and distributed a short leaflet that can be used at events or any other BID liaison meetings to gather interested parties details who may wish to be kept informed of BID activities. The database would be useful to log these details.</p>	
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- 9 – Dates of future meetings**
All at 5.30pm
Monday 22nd May 2017 – venue tbc
Monday 5th June 2017
Monday 19th June 2017
Monday 3rd July 2017