



**Poole BID Board meeting
5.30pm 24th April 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
Other attendees		

Apologies

Pete Wilson	Lighthouse
Carlie Palmer	Bid Manager
Michelle Woodrough	Cashino
Jonathan Maidment	Mortons Jewellers
Cllr Mohan Iyengar	Borough of Poole
Graham Richardson	Poole Tourism

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 (27th March 2017)

	Actions
<ul style="list-style-type: none"> • Welcome Letter drafted however needs updating with new contact details • Invoice paid to Poole Tourism • Match funding working party being set up • Stand at Boat Show declined • Levy payers insert has been distributed – zones 2,3 & 4 to be confirmed. 	<p>Comms team to update Welcome letter once new telephone number confirmed</p> <p>Carlie to confirm if distribution to all zones achieved</p>

<ul style="list-style-type: none"> • Newsletter to be put together by Comms group • Spring Clean – meetings with council departments have been held • Landlord registry is ongoing • Public Toilets – carried forward to next meeting • Financial update - carried forward to next meeting • The minutes were agreed and can be uploaded to the website 	<p>To be actioned by Comms group</p> <p>Include on agenda in next meeting</p> <p>Include on agenda in next meeting</p> <p>Carlie to publish the minutes</p>
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3 – BID Manager Update

	Actions
<p>The board were informed that Carlie Palmer has resigned and has given 3 months' notice from 3rd April.</p>	
<p>Helen proposed a new business telephone system from Grapevine for BID which will help in the transition period and give generic phone numbers for BID contact. Cost is approximately £80 pcm.</p> <p>The Board supported this proposal.</p> <p>The question was asked if we could use the new Wifi broadband line for this, however this is not possible as it would not work as effectively.</p>	<p>Helen/ comms group to proceed with this</p>
<p>Jonathan S advised the Board that the BID levy payers invoices had gone out with a telephone number that is now not active. The number used to belong to Poole Town Centre Management team and has recently been de-activated by the council. Can we ask the council to put on a recording advising of 'number changed'. Can we pick up the old number?</p>	<p>Helen / comms group to check situation with old phone number</p>
<p>Jonathan S is looking at options for taking phone calls in the interim period.</p>	<p>Jonathan S to review</p>
<p>Legals on the new BID office are going ahead. Suggested that the town centre street wardens and the Market Manager may like to use the space as a base.</p> <p>Furniture can be utilised from the old town centre management office.</p>	
<p>Jonathan S advised that the Town Centre Management company needs to be formally wound up, which requires a meeting of a quorum of Directors.</p>	<p>Meeting of Town Centre Management</p>

<p>Wi-Fi project update – Work is ongoing across the zones</p> <p>Cost Savings Project (Meercat) Alyson updated the board on the brochure. It is proposed that we include a section on Waste removal services – this was agreed The Waste tender project has additional costs to the basic Meercat package and is set out in 2 phases. Phase 1 is the Needs Analysis Survey. This is based on the number of levy payers in the BID area. John G advised that the Dolphin Centre levy payers would not be included in this tender as the centre has procured its own waste contract. Alyson to contact Meercats with the updated number of levy payers who would be included and negotiate costs. The Board authorised Phase 1 costs up to £3k. New phone number will need to be included on brochure.</p> <p>Christmas Project – Project group meeting is arranged for Thursday. John G proposed that we source a marketing events company to run the event. The Board supported this proposal. Any suggestions of local companies to be put forward. We will invite at least 3 companies to quote for this.</p> <p>Helen provided more information regarding the Laser Light Show from LCI Productions Ltd. Quotation for this with 3 evenings of projection on to buildings is £21.7k plus VAT. There is also a waterscreen option with 3 evenings of projection over the water at £22.5k plus VAT. The Board all liked the idea and Helen will follow up. This project will now be part of the Christmas event project.</p> <p>Helen also provided information about a proposed new Light Art Festival 'Light Up Poole'. It is proposed for February 2018. This is being run by Libby Battaglia at Audacious CIC. The cost of this proposed project is 80k of which the Arts Council will provide funding subject to 30% of the cost being provided by other bodies. The application for funding needs to be with the</p>	<p>Directors to be arranged</p> <p>Launch date to be decided once all zones are up and running</p> <p>Alyson to contact Meercat direct to add waste to brochure .John G to advise how many levy payers this applies to. Alyson to negotiate the best deal. Helen to advise new phone number.</p> <p>Christmas project group to approach marketing events companies. Directors to put forward any local companies they recommend.</p> <p>Christmas Event team to follow up</p> <p>Helen to follow up</p>
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Arts Council by the end of June. The Board like the proposal and are interested in sponsoring a part of this in principle.

4 – Working Groups and Leaders

	Actions
<p>The Board has decided to work in project groups going forward to maximise efficiency and ensure deadlines are met.</p> <p>Helen has created a new 'Poole BID schedule' which includes all current and any new projects. This was distributed to the Board. It lists all projects, a brief update on each project, the group and group leader.</p> <p>The Board reviewed the schedule and agreed project group leads.</p> <p>Timings are to be put in.</p> <p>Other Project Updates as follows –</p> <p>Big Screens – John G advised that he had a meeting today. It may be possible to have a frame near the railway (adjacent to Salt Rock) visible from both sides. He is also meeting with another company.</p> <p>The Board agreed that it would not be proceeding with the proposal from Pow Wow.</p> <p>BID Newsletter - The Comms group needs to meet ASAP</p> <p>Finance – Finance Team to meet and agree action on non-payers. Need update on rateable value changes across the Bid area to confirm expected BID income.</p> <p><u>Big Clean Event 'Proud of Poole'</u></p> <p>Helen circulated marketing material including a poster, sticker, flyers. All ready to print. Board will distribute posters and flyers.</p> <p>T-shirts to be ordered. Buckets, brushes to be organised.</p> <p>Publicity – Emailshot to be sent out to all businesses</p> <p>Press Release to be written Bunting ordered. 'Lite' confirmed to install bunting.</p>	<p>Pow Wow to be advised</p> <p>Helen to arrange comms group meeting</p> <p>Andrew to make contact with Stour Valley</p> <p>Carlie to send out via mailchimp ASAP</p>

<p>Flags / flagpoles not progressing due to high cost Banner flags – designs to be created Maintenance / Landlords / Vinyls on shopfronts – John has circulated to all vacant units - to chase for feedback regarding vinyls on shopfronts Ongoing – need to approach landlords of buildings in poor repair to discuss possible improvements asap Cranes booked Corkers – Gabi following up with regard their boarded windows. Philip advised the building is planned to be demolished in May so may be working with hoardings around the site Bus station cleaning is being done, including jet washing and painting Borough of Poole are painting benches, spraying weeds, replacing bins by 1 May, cleaning signage Can lampposts be repainted? Suggested we approach Barclays as they may offer staff to assist or finance Floral Displays including maintenance – 12.3k cost – approved by the Board. Helen confirmed these will not be in place by Maritime event due to seasonality of flowering plants. Ensure high enough on lamp posts to cover insurance requirements Ensure plants are suitable for coastal area. Total budget is now 25k and this was agreed by the Board.</p> <p>Jonathan thanked Helen and Gabi for all their work on this project to date.</p>	
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5 – Future Projects

Carried forward	Actions
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6 – Premises

See previous	Actions
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7 – Financial Update

See previous	Actions
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8 – AOB

	Actions
<ul style="list-style-type: none">• Insurance. Helen obtaining quotes for employers liability and public liability• Gabi requested that the Board members resolution be on the agenda for the next meeting• Helen requested feedback re including the BID bank details on invoices sent by email. Finance team will ensure normal security checks are in place.	Include Board Members resolution to next meeting agenda

9 – Dates of future meetings

Monday 8th May 2017 – Dolphin Shopping Centre

Monday 22nd May 2017 – venue tbc