



**Poole BID Board meeting
5.30pm 5th June 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
Pete Wilson		Lighthouse
Cllr Andy Garner-Watts		Borough of Poole
Michelle Woodrough		Cashino
Cllr Mohan Iyengar		Borough of Poole
Richard Bannister		Jolly Sailor
Other attendees		
Lisa King		Dolphin Centre

Apologies

John Grinnell	Dolphin Centre
Jonathan Maidment	Mortons Jewellers
Graham Richardson	Poole Tourism
Joanne Bateman	Quayside Emporium
Philip Barnes	Purbeck Pottery

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 (22nd May 2017)

	Actions
<ul style="list-style-type: none"> • Newsletter has now been produced and was shown to all in the meeting. Good response. These will now be delivered to all levy payers as below :- <ul style="list-style-type: none"> ○ Sector 1 - Lisa – Dolphin + Gabi Other areas ○ Sector 2 - Mohan ○ Sector 3 - Pete ○ Sector 4 - Michelle ○ Sector 5 - Helen ○ Sector 6 - Graham 	

- The Meercat information and Jazz by the Sea information should be combined with the newsletter in a pack and sent out at the same time.
- The Juice invoice was approved and signed off for payment.
- Bid Manager vacancy will be discussed as in the Agenda.
- Meercat will be discussed as in the Agenda.
- Christmas will be discussed as in the Agenda.
- Spring Clean / Town Dressing – the certificates are ready to be handed out and the photographs to be organised.
- AUB - Gabi reported that Chana will now be out of the business until the autumn due to an operation he has had recently. Simon to take over until he has returned. Further information on AUB to be discussed as per the Agenda.
- Jazz by the Sea Festival will be discussed later in the meeting as per the Agenda.
- Market - this will be discussed later in the meeting as per the Agenda.
- Police Attendance - Sergeant Adrian Thompson to be invited to next meeting regarding the vagrancy issue in the town centre, and how we can assist them with this.
- Richard reported that he had spoken with them at a Pub Watch meeting recently, and they had advised to call 101 or report online. If this is done every time they can get a database together which will build up a picture of the problems being encountered.
- Sgt Thompson also to be asked about the organised begging in the town.
- Future Projects - The Communications Group is now organised with the meeting taking place on 15th June.
- The Conference has now been confirmed for Thursday 7th September 2017 at the Lighthouse.

Pete to check space booked for Conference

<ul style="list-style-type: none"> • Financial Update - To be checked with Andrew as he was not at the meeting. • Jonathan S requested that the minutes were altered under number 7, Financial Update in previous minutes with regard to new directors. This has now been completed. • Premises - AOB - John has had approval for Roger to undertake the production of a lease plan for the new BID Office, this is ongoing. 	
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3 – BID Manager Recruitment

<p>Helen and Alyson have met with Harriet from Rubicon regarding the BID Manager’s job description.</p> <p>Harriet has received 3 or 4 CVs which will be reviewed on 6/6/2017. Interviews to be held on Monday 12th June at 5pm.</p> <p>A discussion was had about how to deal with previous candidates.</p> <p>Alyson told the meeting that the advertisement had been put on the Indeed website, and is ready to be placed on the BID Facebook page.</p>	<p>Actions</p>
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4 – Interim Arrangements

<p>Ilona from the Council is doing a very good job at present. Very positive and keen to help with the social media side of the BID. She would like to help with the e-mail shot to promote local businesses.</p> <p>The working groups are doing well.</p> <p>The BID has had a request from Poole Rape & Crisis Centre to see if they can be advertised on Facebook.</p>	<p>Actions</p> <p>Helen to have a meeting with Ilona</p> <p>To be passed to Ilona to be added</p>
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5 – Public Toilets

	Actions
<p>At present there is an external company looking to do a deal with the Council over the Public Toilets.</p> <p>The Community Toilet Scheme was discussed as a positive thing for the town, but the Council need to push it and get the signage arranged so people know where the nearest toilets are. Stickers can be placed in shop windows showing this.</p> <p>Mohan and Andy G-W to look into it at the Council. Look for maps / awareness / signage and find out what the Council have planned.</p>	<p>Mohan and Andy G-W to bring info back to next meeting</p>

6 – Jazz by the Sea

	Actions
<p>The meeting discussed the marketing material for the Jazz Festival. They were disappointed that Poole BID was not on all of it, and that some of the material hadn't been seen. Gerry's argument was that he did not know where to drop the leaflets.</p> <p>There are 5/6 events planned across Dorset each day of the Festival, the meeting discussed about pulling out what is happening in the BID area only.</p> <p>There was a discussion about the possibility of advertising on the Jazz Mobile, there are two spaces available, one on the inside and one on the outside.</p> <p>The advertising space is free, the only cost would be the artwork.</p>	

7 – Project Updates

	Actions
<p>a. Wifi</p> <p>The mid-point connection has now been agreed with Café 34, who will have the connection within their property.</p>	

b. Meercat

There have been mixed responses so far from them. They are struggling to get information from people and they appear very suspicious.

The BID has paid for the service to happen. Richard received call from them and he said they were very tele-sales and they did not say that they were phoning on behalf of the Poole BID.

c. Christmas

Helen told the meeting that the deadline had been extended to next week. Quotes are awaited from Route PR, Liz Lean PR and Dominique. A decision will be made on 19/06/2017.

d. Screens

John to advise at next meeting.

e. AUB

Mohan and Gabi met with Chana from AUB two weeks ago to discuss the designing of the new street furniture, planters etc from the railway line down the High Street. Chana was to go back to AUB to get the students to put plans together which were more concrete, and to discuss the relevant costs.

The model was also discussed, it will appear in three locations throughout the BID area. A timetable is to be put in place as to when the model can be put in.

Dolphin Centre (an empty unit)
The Spire
Enefco House (possibly)

Panels explaining the model and how and why it came about were thought a good idea. A suggestion box could also be placed in the three areas for people to put any ideas and feedback.

The students will man these three areas, with a possibility of some of the BID directors getting involved, along with other stakeholders in the area.

Mohan to speak with Simon about financial position

<p>f. Market</p> <p>John and Adrian met Mall Solutions Europe two weeks ago.</p> <p>The market now appears to be trading on a Tuesday as well, Adrian to be contacted regarding this.</p> <p>g. Bid Ambassadors</p> <p>This to be discussed at next meeting. Helen to discuss with John.</p> <p>It was suggested that perhaps have them just during the peak times of the year, i.e. summer time and holiday periods throughout the year.</p>	
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8 – Future Projects

	Actions
<p>The board are looking forward to receiving feedback from Libby regarding how she got on with the Arts Council.</p> <p>Helen is looking into the possibility of a laser light show during the year. She will be speaking to Jim Stewart at Poole Harbour Commissioners shortly to confirm they are happy for this to happen.</p> <p>Seven Seas Festival - This was discussed as a great event to bring people to Poole, and a suggestion that this should continue each year.</p> <p>The only negative was the Food Festival was not advertised enough and not many people knew where it was. More signage was needed to improve the flow of people to each event from the Quay to Poole Park.</p> <p>The BID are happy to get involved next year.</p> <p>A project for next year was put forward from Gabi. This is a Fire Festival which she witnessed in Oxford. It would be a winter event and she was tasked with getting details and images.</p>	<p>Gabi to contact Oxford Council</p>

9 – Communication Group Update

	Actions
<p>A Communication Group meeting is planned for 15/06/2017.</p> <p>The Conference was brought up again and noted that there was a save the date notice on the Newsletter.</p> <p>A presentation to be put together on what has been done over the past year, followed by the financial aspect (top line only), followed by a Q&A session.</p> <p>It was suggested that Meercat have a stand if they wish, to speak to people about the savings they could make across their outgoings.</p> <p>Grapevine would also like to offer their services and perhaps this could be displayed at the Conference.</p> <p>Helen mentioned Digital Dorset App producers in conjunction with Weymouth Uni. They provide free online app courses.</p> <p>Simon, the BID Manager in Swindon has advised that it takes two years to form a completely functioning BID, and to keep it low key for the first period of the BID.</p>	

10 – Financial Update

	Actions
<p>Queries on individual bid levies have been received. Andrew to update at the next meeting.</p>	

11 – Schedule of Working Groups

	Actions
<p>Helen has updated these and will send out by e-mail to all.</p>	

12 – AOB

	Actions
<p>Database – John and Helen to look at. At a £1,500 cost this is massively worthwhile. A demo to be brought to the next meeting.</p>	

<p>Lamposts and Floral Updates – Helen to chase but these will be up by 16/06/2017.</p> <p>Newsletter – This to go on website.</p> <p>Small Business Saturday - Do the BID want to get involved in this? It is a national event and takes place on 25th November 2017.</p> <p>This is a good publicity event, it is sponsored by American Express and packs may be available, also the use of Social Media and an e-mail drop to the levy payers could be done.</p> <p>Jazz Festival - Gerry Clarke to be invited to a future meeting to discuss the Jazz Festival.</p>	<p>Mohan to investigate</p>
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13 – Dates of future meetings

All at 5.30pm in Dolphin Centre Conference Room

Monday 19th June 2017

Monday 3rd July 2017

Monday 17th July 2017