



**Poole BID Board meeting
5.30pm 22nd 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
Michelle Woodrough		Cashino
Cllr Mohan Iyengar		Borough of Poole
Other attendees		
Lisa King		Dolphin Centre
Adrian Trevett		Borough of Poole

Apologies

Pete Wilson	Lighthouse
Jonathan Maidment	Mortons Jewellers
Graham Richardson	Poole Tourism
Joanne Bateman	Quayside Emporium

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 has gone away to raise the 40% of funding needed for her to go to the Arts Council. Poole BID to support her on her event once funding achieved. Her presentation will be forwarded round to all board members.	

3 – Minutes of the last meeting and matters arising (8th May 2017)

	Actions
<ul style="list-style-type: none"> Newsletter to be put together by Comms group and sent out in early June 	

<ul style="list-style-type: none"> • Public Toilets – carried forward to next meeting • Financial update – later in minutes • All other actions are included in the minutes under project updates • The minutes were agreed and can be uploaded to the website 	Planned for early June
--	------------------------

4 – BID Manager Vacancy

<p>Helen and Jonathan S lead the handover meeting with Carlie. They received all the passwords and codes, these have now been changed and all information has been deleted from Carlie’s phone, as witnessed by Helen. Carlie’s P45 has been sent to her.</p> <p>Job description was discussed with all board members present and this was adopted in the meeting.</p> <p>It is a long comprehensive job description but the members felt this was needed. A need for the recruit to prioritise, have clear focus and be well organised.</p> <p>The use of a recruitment company was discussed, John will speak with Harriett at Rubicon to discuss options on costs. £1,000 up front cost and £3,000 once a candidate has been recruited. No further commitment other than the £1,000 unless a suitable candidate is found and recruited.</p> <p>John G to put a timescale to the agency – advertise the job on Linked In. Adrian Trevett attended the meeting from Boro of Poole and offered to help advertise the position via the Council website.</p> <p>Interim arrangements were discussed. Project groups to continue with possible assistance from Town centre management team for social media support.</p> <p>At present all e-mails and telephone calls go to Helen who then forwards them on to the relevant people. Help needed with social media.</p> <p>Adrian Trevett was asked whether it would be possible for support to be given via Alona within his office. He said that</p>	<p>Actions</p> <p>Helen to share all paperwork and information with Andrew Goss</p> <p>John G to speak with recruitment company again on 26th May</p>
---	---

<p>there may be some overlap already at present but he would get back to us after speaking with members of his team.</p>	<p>Adrian Trevett to respond on the suggestions</p>
<p>It was suggested that perhaps she could spare two hours a week to help with the social media side of things. Helen and Jonathan S said they were happy to meet with her.</p>	

5 – Project Updates

	Actions
<p>Spring Clean / Town Dressing</p> <p>This has now been completed with the two competitions for the Spring Clean being won by Volcano in the High Street, and for the Maritime Window Dressing Competition being jointly won by Déjà vu Upcycling and Fishermans Café in the High Street.</p> <p>Certificates to be produced for the winners.</p> <p>Meerkat</p> <p>Meerkat are on schedule with their brochures which have been printed, there will be face to face meetings with the BID levy payers commencing next week.</p> <p>The mail chimp went out last Friday but also needs to go on Facebook.</p> <p>Meerkat to be included in the conference, date to be set at next meeting.</p> <p>WIFI</p> <p>Two nodes, one by the Emporium and one in Falkland Square will be completed this week. John G had a positive meeting with Fusion and a launch date of 10th June 2017 was decided. They are keen to progress as they do not get paid until it is finalised and launched.</p> <p>It was suggested that the BID speak to the Council regarding signage or stickers, to advertise the fact that free wifi is now in the BID area for when it launches.</p>	<p>Helen to check that memo went out</p>

Screens

John G reported he had had a meeting with MMG regarding the big screens. Very positive meeting but awaiting information back which will be reported at the next meeting.

Christmas

The BID had a meeting with Route PR and Liz Lean PR recently to ask for proposals and ideas for the Christmas events. Route PR delivered their proposal on time but Liz asked for extra time in order to ensure her proposal was perfect. Route PR given extra time to tweak their proposal if they found it necessary. They were given an additional two weeks to finalise.

Arts University Bournemouth

Mohan and Gabi are to meet with Chana of AUB. It was decided that Chana should be invited to one of the board meetings, or a specific meeting regarding the BID model.

A discussion was had about the model and where to display it, ideas were put forward about The Spire, Dolphin Centre mall area or empty shop unit.

It was decided that Gabi would find out who owns the model and use one of the empty units in Kingland Crescent. AUB students could attend to speak to people about the model as well as BID members and when there is no-one to stay in the unit it would be shut.

Vinyls could be produced for the window and M&E team at Dolphin would fit it.

Jazz by the Sea Event

There was concern from Gabi that the BID had not been advertised enough for the amount of investment put into the event. Poole BID not on all event literature.

Markets

The standard of the markets is not good, Adrian Trevett and John are to have a meeting with Mall Solutions Europe, the Dolphin Centre's commercialisation agency to discuss options, for working out in Falkland Square with the Council.

Michelle to call and chase up what is happening

<p>There should also be further discussions on specialist markets for the town. It was discussed that perhaps a market sub group could be put together.</p> <p>Police Attendance</p> <p>Helen has spoken with the neighbourhood team from Dorset Police regarding the handling of the homeless community in the town.</p> <p>John G told the meeting that the Dolphin was working with a lady from the Council called Tara Ruff, who was helping with all the ASB issues we have at the Centre, it was suggested that she is invited to one of the board meetings.</p> <p>Ian Cook from the Council looking after car parks could email all levy payers on how to deal with vagrants.</p>	<p>Put on next Agenda</p>
--	---------------------------

6 – Future Projects

<p>Schedule of Working Groups</p> <p>Ambassadors were discussed (customer service hosts), but it was decided to look at this after the new BID manager has been recruited. There is potential to do this for the summer period. Look into what other towns are doing with their BID Ambassadors. John G and Helen to discuss.</p> <p>Communication Group</p> <p>Helen showed the meeting the newsletter that she had put together and asked for feedback. Everyone stated they thought the content was good.</p> <p>The Communication Group meeting is on 15th June. Helen to firm up with George, the meeting to take place at the Saltwater Office.</p> <p>An idea was put forward to try and get more people involved with the sub working groups.</p> <p>Conference</p> <p>It was discussed that the Lighthouse would be a good venue for the Conference, Helen to speak with Pete to organise a date, possibly 7th September 2017. To check dates with the Lighthouse and facilities available.</p>	<p>Actions</p> <p>John G to come back to next meeting with ideas</p> <p>Helen to speak to Juice, the designers to put together newsletter</p>
---	--

<p>Event Signage – Gabi mentioned that with all the events taking place in the town over the next few months that the signage could be larger. She has recently found out about events that have not been publicised enough. It was suggested that someone speak to Graham Richardson to see if this is possible, and that the BID could make a contribution towards signage.</p> <p>Advertising near Car Parking Pay Machines - It was discussed that it would be good to have event advertising on rolling ad boards by the pay machines, this would raise awareness of what is happening in the town.</p> <p>It was also mentioned that there was a struggle getting the message out about the BID, how could this be addressed?</p> <p>The Spring Clean has helped and with the newsletter going out shortly this will also help.</p> <p>Website - Helen to look into the database for the website to see if the two are linked.</p>	

- 9 – Dates of future meetings**
All at 5.30pm
Monday 5th June 2017 - venue tbc
Monday 19th June 2017
Monday 3rd July 2017