



**Poole BID Board meeting  
5.30pm 3<sup>rd</sup> July 2017 Dolphin Shopping Centre**

**Attendance**

<b>Directors</b>		
Jonathan Sibbett (Chair)		Sibbett Gregory
Gabrielle Naish (Vice Chair)		Project Climbing Centre
Helen Challis		Quay Holidays / Quay Living
Alyson Smyth		Poole Pottery
Michelle Woodrough		Cashino
Cllr Mohan Iyengar		Borough of Poole
Andrew Goss		Bruce Lance Solicitors
John Grinnell		Dolphin Centre
Philip Barnes		Purbeck Pottery
Adrian Trevett		Borough of Poole
<b>Other attendees</b>		
Lisa King		Dolphin Centre

**Apologies**

Cllr Andy Garner-Watts	Borough of Poole
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**1 – Welcome, introductions and apologies**

	<b>Actions</b>
Introductions were made and apologies given. <b>Jonathan S</b> thanked <b>Dolphin Centre</b> for hosting.	

**2 – Minutes of the last meeting and matters arising (22<sup>nd</sup> May 2017)**

	<b>Actions</b>
Operation Doorway as discussed in the previous meeting, Helen was tasked with obtaining a documented summary of the discussion from Sergeant Adrian Thompson.	Helen chased on 3 <sup>rd</sup> July
Public Spaces Protection Order. Mohan reported that there were two initiatives with the Council and Police at present.	To be discussed again at a future meeting
Public Toilets and Community Toilet Scheme. It was discussed that signage for the scheme needs to be improved but that putting stickers in the windows of the scheme members is proving difficult as members of the scheme come and go.	

There is a need to grow numbers of members in the town and it should have the ability to be found on-line. Leaflets should also be distributed to outlets in the town so that people have something they can look at to find where the nearest toilets are.

Arts University meeting with regard to street furniture / planters etc. Mohan told the meeting that there he would be seeing Simon Beeson within the next two weeks to discuss likely costs and timescales. John G to be involved for input from L&G.

Small Business Saturday will take place on 2<sup>nd</sup> December 2017. It was discussed about having an event in Falkland Square with choirs and bands. The whole area within the BID should be involved and there should be a marketing input. A newsletter to promote the event was thought a good idea.

Helen suggested going on the small business website to put offers on for the event.

Bid Manager Recruitment – to be discussed later in the meeting.

Communications. With regard to the meeting with George Bartlett from Saltwater. It was decided to arrange a meeting to review her offer and to ask if she would undertake the role of non-participating director.

Finance. Andrew G informed the meeting that the second reminder arrears letters would be sent out in the next couple of weeks with a further Court Action letter to follow in August if payment is not received.

Final accounts up to 30<sup>th</sup> June 2017 have to be sent to audit by 3<sup>rd</sup> March 2018. Andrew G to look into this further and discussed in future meetings. Helen said that the VAT return to end of March 2017 had been sent.

Andrew G is still looking at options for different bank accounts in which to place the funds received from levy payers.

Premises is on the agenda for discussion later in the meeting.

Christmas Event also to be discussed in meeting.

Florals in BID Zone. Helen to give a PR round up of what has been done. All baskets up apart from three which will be up shortly.

<p>Look at doing things earlier next year and planned in.</p> <p>Adrian Trevett will send round the most up to date database that Ilona has been working on so that everyone has the same information.</p> <p>Street Wifi. All nearing completed with the launch approximately two weeks away.</p> <p>Michelle brought the solar panel tree idea to the meeting. It can charge phones/laptops/cars. It lights up at night and costs £25k. It was decided to revisit once a discussion had been had with AUB.</p> <p>Minutes agreed subject to approval from Sgt Adrian Thompson.</p>	
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### 3 – BID Manager Recruitment

	<b>Actions</b>
<p>The new BID manager has been appointed, Les Robertson starts on 17<sup>th</sup> July, but has holiday booked from 27<sup>th</sup> July for two weeks. He will be on 6 months probation.</p> <p>Helen to contact him for a half day get together to get him up to speed with what has happened since the BID started. Look to get ideas from him with regard to the working groups, decision making, but to leave Les to work with each group. One person per group to act as contact for him.</p> <p>Email account, computer and phone to be organised for him. Carlie's emails to be sent direct to him.</p> <p>There will be a few weeks without any admin support, as he needs to gauge his requirements. Communication is the key message.</p> <p>A meeting between Les and George from Saltwater to be arranged to discuss the marketing plan.</p>	<p>Helen to get in contact</p>

#### 4 – Premises

	<b>Actions</b>
<p>Andrew G to chase solicitors regarding the BID premises. Andrew will try to ensure that the premises are ready for occupation by the time Les gets back from his holiday.</p> <p>It was decided that Les will have his office to start with at Andrew's office.</p>	<p>Andrew G to chase</p>

#### 5 – Comms Group

	<b>Actions</b>
<p>a. Saltwater – the meeting is to be rearranged.</p> <p>b. The Council presentation is to be the same as the Levy payers and could be undertaken at the same time at the Conference.</p> <p>c. The Conference arrangements are moving forward.</p> <p>To speak with the levy payers to find out what they would like to see as a launch event for Christmas. This could also coincide with the Conference.</p> <p>To visit the Lighthouse to see the area that has been put aside for the Conference activity.</p> <p>d. Poole Bay Rotary have been in contact about a speaker for their event on 1<sup>st</sup> August. To go back to them to say once Les has been in post for a while he will get in contact with them to discuss another date.</p>	

#### 6 – Finance

	<b>Actions</b>
<p>Andrew G did not have much of an update for the meeting.</p> <p>A P&amp;L needs to be prepared for the Conference, but not much money spent as yet, in a transitional period.</p> <p>The VAT return needs to be checked before sending.</p>	<p>Jonathan S &amp; Andrew G</p>

## 7 – Project Updates

	Actions
<p>a. Christmas - Helen had a meeting with Jackie from Route PR, she was tasked with putting some ideas together.</p> <p>Helen had also spoken to the Harbour Commissioners about the laser shows. This is possibly a no due to health and safety concerns.</p> <p>It was decided that there needed to be a huge extravaganza over the Christmas period so that people would remember that Poole is the place to go at Christmas.</p> <p>Speak to the churches, scout and brownee groups, as well as the schools.</p> <p>Ensure there is no cross over with the Council and their events.</p> <p>More details are needed to flesh out the whole event. It needs to be good value for money, check the business plan budget and make sure the branding is good. Possibly a Christingle parade and competitions to encourage people to visit the town.</p> <p>b. Jazz by the Sea - There is missing equipment that needs to be chased up for return.</p> <p>c. Floral Displays – Already discussed earlier in the meeting.</p> <p>d. Ambassador - John G has asked for a quote / proposal from the Ambassador Agency as to what services are provided.</p> <p>e. Footfall - Costs have been received from Springboard in their report. Adrian T to check to see what the cost is now. The Springboard quote is for the two cameras already in the town.</p> <p>f. Database - There will be an update on this at the next meeting. Ilona to send over updated information.</p> <p>g. Big Screens - From the four companies quoting, one has been received back. They have suggested there may be planning restrictions at the railway crossing.</p> <p>MMG the quoting company have suggested one screen on the side wall of the Game Store and the other on the</p>	

<p>side of Falkland Square above Saltrock. The working party to get together to discuss.</p> <p>h. Markets - John G has had no feedback as yet.</p> <p>i. Wifi – Ongoing – they are saying that the launch should be in approximately two weeks time.</p> <p>j. Toilets – This has already been discussed earlier in the meeting regarding the Community Toilet Scheme.</p>	<p>John G to chase</p>
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## 12 – AOB

	<b>Actions</b>
<p>Michelle spoke about the pilot scheme for mobile phone apps. The cost is £8.5k for the first year. If we connect to the database it would be better.</p> <p>The Maritime event database was talked about, as the BID were told after the event had finished they could use this. Adrian T to check with the Leisure Team. Mohan to speak to Brigh Blue Day to see if we can use it.</p> <p>Michelle also talked about the bins in the flats to the rear of her premises. She informed the meeting that there were not enough bins supplied and there is refuse everywhere.</p> <p>Michelle to email information to Mohan so that Andy G-W can investigate.</p> <p>Brilliance Light Event - Libby who has been talking to the Arts Council, she can't do this until she secures all the funding for the event. This has to be submitted by the end of July. She already has buy in from the Council and is to meet with Bournemouth University about the artwork.</p> <p>February half term or the Easter holidays were suggested for the event due to the darker evenings. The next stage is to have a meeting with the sub-group on possibly 24<sup>th</sup> July with Les, Michelle, Mohan, Gabi and Pete.</p> <p>The Board to meet on 31<sup>st</sup> July to approve the event and suggest the funding limit.</p> <p>A meeting to be set up with Simon Beeson for him to attend one of the board meetings.</p>	<p>Adrian and Mohan to speak to the relevant people</p> <p>The Landlord of the property to be spoken to about the provision of more bins.</p>

<p>It was agreed to speak with Jonathan Maidment to get him to de-register as a Director with Companies House. It was also decided to take off David Segelman, Nicola Aveyard and Vikki Jesson.</p> <p>John G to speak with Adam Keen regarding becoming a director on the board.</p> <p>Helen told the meeting that she had used all the bunting and would like to buy some spares in case of breakages. This was agreed.</p> <p>John G to speak to Harriet from Rubicon to go back to the BID Manager candidates to inform them they had not been successful.</p> <p>Helen spoke about Dorset BIDs and the LEP rep. Tourism and retail are not on their agenda. She said that all BIDS need to work together for regenerating the infrastructure in all towns, this is something to progress.</p> <p>Jonathan S also said he was sceptical of different BIDS will be fighting for different things and maybe there should be some funding put aside to do a study.</p> <p>It was discussed that the BID should join the Dorset Chamber for a fee of £200. This could feed into the social media, advertising and promoting the town outwardly. Jonathan S suggested joining.</p> <p>Philip B mentioned to the meeting that he may know someone who would be interested in the admin job with Les.</p> <p>Waste Project - Invoices have not been sent as yet. Les to do a survey of other local BIDs to see who they use.</p>	<p>John G</p> <p>John G</p>
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### 13 – Dates of future meetings

**All at 5.30pm in Dolphin Centre Conference Room**

**Monday 24<sup>th</sup> July 2017**

**Monday 7<sup>th</sup> August 2017**

**Monday 21<sup>st</sup> August 2017**

**Monday 4<sup>th</sup> September 2017**