

## **Penrith Business Improvement District (BID)**

### **Minutes of board meeting held 6<sup>th</sup> December 2017 at Ullswater House, Penrith.**

Present: Chair - Dan Harding (DH) David Whipp (DW) Sarah Graham (SG) Jacqui Taylor (JT)

Chris Kolek (CK)

Apologies: Steve Pinguey, Heidi Marshall, Lee Fleming, Darren Broad.

Minutes taken by: Jacqui Taylor (JT)

#### **1. Acceptance of the minutes and amendments of previous minutes.**

JT tabled the minutes of the meeting held on the 8<sup>th</sup> November 2017.

JT had made pen corrections to the minutes and pointed out the inconsistencies that the minutes contained, as a set of 'unlocked' minutes had not been received to amend; it was agreed to hold the pen amended set for reference.

#### **2. New BID vote result.**

DH thanked the board for their hard work and commitment to getting the vote **YES**.

Discussion followed on the positive and negative and how we should learn from these to make the next 5 years influence the business owners the value of BID.

#### **3. New Limited Company.**

CK presented a draft document to the board 'Articles of Association' and referred to the previous document at the original start of the BID term.

CK explained the importance of the document and that once agreed would be uploaded to the website and to direct potential new board members to read the document as part of the new board recruitment process.

This provides re-assurance to levy payers that the board is following an approved process.

Any changes required would take place at the AGM or via an extra ordinary meeting.

CK went through the document and explained the need for asset transfer.

Query from DW about Penrith Partnership and their involvement.

Process would be:

Penrith Partnership – documented resolution to Penrith BID then Penrith BID resolution to the new BID Company.

A solicitor would be required to do this and CK suggested Cartmell Shepherd

The nomination of directors form was shared and agreed, these to be hand delivered (those addresses not found posted) w/e 18<sup>th</sup> December by board members. Addressed to the owner/manager, all levy payers must receive the invitation.

The websites were discussed and CK suggested that screenshots be taken of all pages of discover and bid sites.

Inaugural meeting planned for the 25<sup>th</sup> January 2018 or 2 hours, cater for approx. 30/40 people from 6pm. Provide refreshments. Should more than 12 applications be received then a vote will need to take place.

The outcome of discuss resulted in the following actions:

- DH to contact Justin Wales to ask for asset register, all log ins to websites and how long the websites are bought for. Request for information to be received within 7 days. Firm and final request.
- All board members to read the articles and make comments to CK within 7 days. (these have been circulated to all board members)
- CK to finalise articles
- Appointment to be made with solicitor to begin process of company registration (DH)
- Draft a letter from DH to accompany the directors nominations forms (JT)
- Board members to distribute directors nominations letters w/c 18/12/17
- DH will price up venues.

#### 4. Tender Docs

CK is working on a draft spec; project management and governance.

CK will email to all board members once the draft is finished.

#### 5. Sheds

Discussion followed on the offer of £650 + vat to buy the sheds this, has been offered from the company who are storing the sheds. A 3k bill is being raised for the shed storage; the board were not aware of this charge until recently when Justin Wales sent this information via email.

The agreement of the board was that DH would approach the company to discuss this offer and go ahead if they agreed to waive the storage charges.

#### 6.AOB

- DW raised the greening and asked if the board could commit to the greening, this was agreed as the prospectus commits to this.

It was agreed that JT would verbally inform the Pot Place

- Voluntary levy payments: discussion regarding the how to and how much. A proposal to the board for a minimum of £40 or the 1% depending on the size of the business. A vote took place majority of 3:1 therefore this is the agreed rate for voluntary levy payers.
- Post: JT offered to open all BID post as Justin Wales is not collecting in a timely manner. Agreed, a bill received in the post to be forwarded to SP.
- Minutes: JT offered to take minutes until the new admin is in post – draft minutes to be sent to all board members for comment prior to sign off from chair.
- DH raised the insurance for the night time economy and the importance of this support, the insurance is due now. All the board agreed to support – DH to process.

Date of next meeting is 10<sup>th</sup> January 2018

The meeting closed at 7.40pm.

Minutes approved and signed as a true record by chair Dan Harding

10<sup>th</sup> January 2018