

# Penrith Improvement District (BID)

## Board meeting minutes

13<sup>th</sup> March 2018

Present: Dan Harding - Chair (DH) Heidi Marshall (HM) David Whipp (DW) Jacqui Taylor (JT) Steve Pinguet (SP) Emma Scantlebury (ES) Simon Whalley (SW) Tim Lorton (TL) Darren Broad (DB) Sarah Graham (SG)

Apologies: Lee Fleming, Stephen Clarke, Ann Mason

This is the last meeting of the first BID board.

### 1. Minutes of last meeting.

There were no amends or matters arising, minutes signed by Chair DH.

### 2. Correspondence.

The new directors received their letters from Companies House, it was noted that ES, JT & HM were in their maiden names. Once set up on the site each can amend.

The Company Registration Certificate will be stored at Ullswater House and a small sign made to go into the front porch window acknowledging that this is the Registered BID office - **ACTION JT**

All bills paperwork passed to SP

Letter to the board received from Phil Eyles regarding the support Phil could offer to the board, a short discussion followed and JT to advise Phil of the outcome.

### 3. Outstanding items from last agenda

Training: JT advised that all was set up and that social media had carried the courses. More take up than last year. It was agreed that each business could ask for 3 places, if more were required then on to the waiting list. The course booking will close a month in advance of the date and then any spare places allocated to the waiting list.

If the course does not have 10 people on then it is to be cancelled, another date can be arranged later in the year and promoted via the new BID Administrator.

Greening: Phil Eyles is taking hanging basket leaflets to all levy payers, JT has produced flyers and booking forms.

Banner has been produced for TL to have on his food pitch to advertise, TL has booking forms.

Landlord of Angel Square – Sarah Bancroft is keen to discuss the New Squares, **ACTION DH** will contact.

Sparkle: JT and SG will lead on this (SG standing down from the BID board but will support the sparkle) JT & SG to meet and put together a sparkle plan to submit to the board in May.

WiFi: DH reported that the usage was good and a lot of data can be gained from the use. An APP can support – DH to look into. Alan will look at the GRDP and put an opt out disclaimer on the site. The renewal is due in May and the new board will make the decisions.

Pound: on the next agenda for new board decisions

Website: the Penrith BID site has been redesigned and all agreed that it was a better look and more professional. The discover site is far more complex and 3 peaks to be asked to look at.

Recycling: on next agenda

4. Greening update.

Discussed Phil's letter and suggestions, JT to feed back to Phil.

5. Tender for admin.

Discussed and agreed to go out on social media and DH will put advert in paper.

**ACTION DH**

6. Finance (omitted from the agenda)

SP reported on funds. There is a list of business who have not paid their levy – some for several years. The board require the outstanding balances from EDC and to know what EDC are doing about the collections/prosecutions. EDC are paid for this service by the BID and should be following this through. DH will speak to Ian Mallinson.

The final funds will be transferred to the new BID Company after the year end.

AOB:

SW shared info on the artists in Eden and how they were willing to support the greening.

**Next meeting:**

Roles to be appointed -

Chair

Vice Chair (if the board wish to appoint)

Treasurer

Secretary (this post can be delegated to admin)

Funding bids – is the new BID going to invite applications?

Office space/charges

Address outstanding levy – HM will go through

Transfer of asset to the new board

## Final Note

As this is the last meeting of the first BID board, those present who are standing down wished to say their farewells.

Steve Pinguey has been the BID Accountant support since the start of the BID, Steve shared his hopes for the future of BID and that he has been pleased to support the first BID.

Sarah Graham has been the lead sparkle since the BID inception and was proud to have built year on year the Christmas decorations, Sarah will help with future sparkle and remain a supporter of BID.

Jacqui Taylor has been with the BID since the start and will remain on the board for about 3 months to help with the transition and the appointment of the Administrator (then gladly hand over the minute's responsibility!) Jacqui is a keen supporter of BID and is happy to help Sarah with sparkle and support from the sidelines. Eden Mencap will support the greening as much as they can.

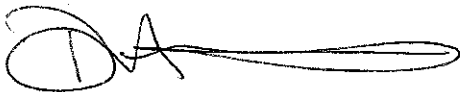
Lee Flemming (who took over from Rebecca Mennie) has supported the board on behalf of Marks & Spencer; Lee anticipates a move on from the Penrith store and therefore cannot commit to being a board member going forward.

Kelvin Dixon – the first BID chair, who was passionate about solving the parking issues in Penrith, still a staunch BID supporter.

All the board present wanted to thank previous board members who have stood down during the BID term. All are volunteers who give up their time to support their local business community. The board represent all levy payers and this first term has been challenging. We all believe that BID has had a positive effect on the town and going forward this can only improve.

\*\*\*\* everyone\*\*\*\*

Who have I forgotten to thank in past BID members????



DAN

BID CHAIR

10/4/18

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