

Penrith Business Improvement District

Minutes of Board meeting held 20th June 2018

Present: Heidi Marshall (HM) Dan Harding (DH) David Whipp (DW) Simon Whalley (SW)

Jacqui Taylor (JT) Stephen Lindley (SL)

1. Apologies: Stephen Clarke, Darren Broad, Anne Mason, Emma Scantlebury
2. Approval of minutes of last meeting held on the 9th May 2018: – approved
 - 2.1 Matters arising: DH further request all board members to send him photos to update the website. – Action all who have not.
Puppet SLA – address further in meeting.
SLA for Evan – on hold until Philippa returns.
3. Due to a personal issue with Philippa this agenda point held over to the next meeting.
4. Correspondence: Nothing of any note: (updated GDPR from CW Herald, Christmas brochure)
5. Greening update: DW – beehives ready to go, 27 baskets only available to sell, noted very few business in Middlegate have baskets. Action – JT to put on Social media again
Behind with sponsorship of planter sales – ask Philippa to email past sponsors and follow up.
All planters have been re-painted and 12 new square planters are going out. DW has sites for them all.
Plaques to go on planters.
Discusses the water pipe, one can be purchased instead of hire, which will be far cheaper, agreed to purchase.
Pot place require list for siting – Action – JT to obtain from Philippa and email to Pot Place also supply copy to DW and Phil Eyles for watering.
Cumbria in bloom judging early July and Britain in Bloom in August.
BID has received additional funding from Penrith Town Council grant (PTC), this includes supplying baskets for the community gardeners to put up at the railway station.
Currently 2k short on budget and a further 1.5k required to fund Evan project.
PTC are concentrating on the parish and outside of BID area and Richard Utting is dealing with for other areas.
Discussion have been taking place with other businesses – Jenkinson's are keen to take over Kemplay roundabout planning a 3 year scheme via Richardson's – landscaping.
Fran Bird looking at Carleton Village.
Penrith Lions and Richard Utting the A6 from the north.
The 3 year plans will be explained to the judges, lots of people on board and can only improve Penrith.

6. Finance update

6.1 HM – 50k coming over to BID from EDC, so bills can be paid.

Quick books up & running

It was agreed that recurring invoices such as greening support and room hire be paid without Board approval each time.

Anything over £1k or an unusual payment to come to the board for approval and recorded in the minutes.

HM will email board for any unusual requests for funds.

HM will set out terms of business to Phil Eyles to ensure that his bills are received and paid during the month.

6.2 BID are now V.A.T. registered, so V.A.T must now be added to all purchases – i.e. hanging baskets, BID have to pay the V.A.T so must reclaim.

7. Discover website: DH confirmed that BID now own this domain. The website is currently being updated and brightened up, costs expected to be 2.5 – 3k DH will co-ordinate this, all feedback to DH.

8. PTC rep: Carol Grey to be invited to attend BID board as PTC representative.

9. Penrith Pound

Discussion about the pound, more info needed, general feeling that it was not working and needed far more marketing and promotion. UCC use annually. A vote was taken and all the board agreed to end the scheme.

Actions: collect all vouchers and destroy – HM

Considering looking at the Lake District Pound – meeting with the Chamber and BID to explore further - Action HM

10. Wifi: Craig Brass from Lonsdale Net spoke to the board about the service provided and the new contract that is required. Craig gave the board a comprehensive overview of the system, the hardware and agreements in place to host receivers/aerials etc. Craig was able to provide stats and explanations of GDPR new system functions. Craig will provide the board with costs going forward. The board will need to reach a decision at the latest 2 weeks before the end of July to enable the work to be undertaken. This will be a priority for the next board meeting with reporting back to Craig the following day. Action – Craig to email info to JT – JT to circulate to the board when received.

11. Parking: board discussion on the history of parking with BID. Concerns about traffic wardens 'in paks' which is intimidating. DW explained that the traffic wardens were under contract from the County Council and enforced the same in each town they work in, no separate rules for each town. DW will obtain info on how many tickets and where they are given and bring to next meeting. Discussion about inviting traffic enforcement to a board meeting – Action Philippa to sort. Contact Austin Shields.

A.O.B

HM – Chamber Christmas Brochure – obtain quotes from Penrith Posters and formally request funds from BID as in previous years.

Puppets – SW & DH – board had understood that these would be available for 2 years. SW explained the trail would be time limited. Ongoing costs of leaflet re-prints. SW to talk to Dawn about trail/leaflets and clarify. Action – SW.

Tim – all acknowledged that Tim has had a traumatic event. Tim has asked to step down as Chair of the BID Board and as a board member. All agreed that this is such a loss to the BID. JT to clarify with Tim if he wishes to remain as a board member, attend if and when he can but to support BID in the town as a point of contact. If Tim wishes to stand down then a short letter to the board is required so that he can be removed as a Director. Action – JT.

Phil Eyles: Phil often contacts several board members with queries, it was agreed that HM would contact Phil re invoices and payment and that all other enquires be directed to DW to address, 1 point of contact for Phil to reduce all board members dealing with enquiries.
Action – DW to inform Phil.

BID board Chair: as Tim has resigned from this post the Board requires a new Chair. BID has 2 Vice Chairs – Simon and Darren. Simon does not wish to be considered for the Chairs position. Darren was not at the meeting but is requested to consider.

The Board have yet to announce the board members and publicise: Action - Philippa.

Emma: clarity sought on her position on the board. Emma has indicated to some board members that she is to stand down. If this is the case Emma will need to submit a short resignation letter so that she can be removed as a director of the BID board – Action – Emma.

Minutes taken by Jacqui Taylor.

Simon Woodley 19/7/2015