

## Minehead BID Company Limited Board Meeting



Minutes of meeting held on:                      Date and Time: Tuesday 11<sup>th</sup> December at 6pm

### **DIRECTORS PRESENT:**

Graham Sizer	GS	(Chairman)
Andrew Hopkins	AJH	(Interim BID Manager)
Ryan Boulton	RB	
Chris Corbett	CC	
Gordon Dwyer	GD	(Advisor)
Cllr Andy Hadley	AH	
Jon Lee	JL	
Deborah Sawatzki	DS	

### **AGENDA ITEMS**

1. Apologies  
Naomi Waters              NW  
Jim Whittaker              JW
2. Anything to declare?  
Nothing was declared
3. Matters arising from previous meeting  
Nothing relevant that wasn't included within the agenda
4. Adoption of minutes of the previous meeting  
This was done
5. Company Secretary proposal  
GS gave a background to the replacement for Ian Douglass (ID) who had resigned as Company Secretary after the last board meeting.  
The proposal –  
CC to be appointed as Company Secretary  
AH would support Ian Melhuish (IM) when required with technical financial advice  
Sarah Wilsher (SW) be appointed as minute taker for future board meetings at a cost of £20 per meeting  
Sub-meetings would take their own minutes and agendas  
Proposed by DS; Seconded by JL; The Proposal was AGREED
6. Book keeper access to accounts and financial update  
Agreed IM could have access to the BID bank account and would collect BID

post from Maitland Walker

It was asked if ID could confirm when VAT registration began and when the next return would need to be made

**7. SLA with West Somerset Council**

AJH updated the board on the SLA with and transfer of BID levy funds from West Somerset Council. The SLA had now been signed, if board members required any amends made this needed to be done by the 21<sup>st</sup> December

**8. BID Manager update and line management proposal**

AJH gave a verbal update on what he had been doing since his appointment. Proposed JW to become the BID Manager Line Manager  
Proposed by GS; Seconded by DS; The Proposal was AGREED

**9. Events sub-committee update**

MH gave an update on the last meeting, major points from the following discussion:

Christmas Festival – event generally positively received. Felt the entertainers needed to be spread and not so focussed on the hospital. Perhaps a later switch on of the lights at 7pm would help BID members. The board was happy to support this event again in 2019 but it needed to be clear what the BID was funding

GS distributed Christmas Event costings sheet for 2018 and cycle race proposed expenses for 2019

Cycle Event – GS to ask the organisers to attend a sub-group in 2019 with an update on the event

Powerboat Festival – The board AGREED NOT to support this event in 2019

Vintage Event – MH will come back to the sub-group in 2019 with a proposal

Eat Minehead – AJH updated on his discussions with the organisers, the agreement had now been signed. GD confirmed the Beach Hotel would be involved in this event through the West Coast 360 initiative

**10. Public Realm sub-committee update**

JL gave an update on the last meeting, major points from the following discussion:

Free after 3 initiative – AJH to speak to WSC re the broken meter in North Road Car Park

Free Parking on 22<sup>nd</sup> December – AH confirmed there will be in all WSC car parks, but not those run by SCC this included the Station Car Park

Seating – awaiting confirmation from WSC on the number of benches available

AH mentioned Minehead may be a pilot for an SCC audit on parking and signage

Concerns expressed about the Friday Farmers Market and the negative impact it had on BID members

**11. Marketing and Communications sub-committee update**

AJH gave an update on NW's behalf

A Christmas newsletter would be produced – agreed printed newsletters remained important, but GDPR data capture was important. AJH and GS to follow up

**12. Reducing cost sub-committee update**

This sub-group will start to meet in the New Year

**13. HR, Policy and Finance sub-committee update**

This sub-group will start to meet in the New Year

**14. Change of Board meeting times and dates for 2019**

AJH proposed moving board meetings to the morning, this proposal was DEFEATED. Agreed to stick to Tuesday evening at 6pm, with the aim to finish board meetings within 90 minutes

Date of next board meeting – Tuesday 15<sup>th</sup> January

Events and Public Realm sub-groups meeting – Tuesday 8<sup>th</sup> January

Other sub-groups to be agreed

**15. Any other business**

GS to pick up with JW on Raft Race

JW to firm up proposals on clean beach idea

Action points to be agreed at the end of a meeting

**Meeting finished at 7.45pm**

AH – 17.12.18