

**Minehead BID Company Limited Board Meeting**

Minutes of meeting held on:                      Date and Time: Tuesday 12 February 2019 at 6pm

**DIRECTORS PRESENT:**

Graham Sizer	GS	(Chairman)
Andrew Hopkins	AJH	(BID Manager)
Chris Corbett	CC	(Company Secretary)
Ryan Boulton	RB	
Cllr Andy Hadley	AH	
Jon Lee	JL	
Deborah Sawatzki	DS	
Naomi Waters	NW	

Sarah Wilsher (Minutes)      SW

**AGENDA ITEMS****1. Apologies**

Gordon Dwyer                      GD (Advisor)  
Jim Whittaker                      JW

**2. Anything to declare?**

Nothing was declared.

**3. Matters arising from previous meeting**

*Public Realm Sub-Committee:* AH reported that the Somerset County Council parking survey of Minehead would be going to West Somerset Council's Scrutiny Committee on 14 February 2019. Minehead was to be one of the first areas in Somerset to be surveyed.

*Bid Manager Update:* Andrew's contract needed to be updated with the word 'Interim' removed from his job title. CC produced a revised letter of engagement for signing and dating by AJH and this was done.

**4. Adoption of minutes of the previous meeting**

GS advised that under 13 – Any Other Business – 90 completed GDPR forms had been received, not 240. Subject to this correction the minutes were agreed as an accurate record of the meeting.

## **5. Company Secretary Update**

CC reported the following:

VAT of £11,776.32 had been paid.

Income had been received of £75,272.00 comprising:

Levy - £68,000, Minehead events - £7,122 and a donation of £150.

Expenditure:

Events - £8,277 (Christmas Fair: £3,777. Eat: £4,500)

Public Realm - £3,192 (MTC Christmas Electrics: £3,000. Brackets for hanging baskets: £192)

Expenses: £8,785

Admin £1,117. Insurance £268. Salaries £4,775. Levy collection £1,750

Springboard Research £875

Total spend (net of VAT) - £20,254.00

Bank income as at 11 February 2019: £57,987.62 (not excluding the research fee expense, also some salary outstanding)

£40,000 of levy was due to be received from the council and would be transferred to the BID in due course.

It was acknowledged that a digital accounting system needed to be used. AJH had suggested Xero accounting whilst CC was familiar with Sage accounting. It was agreed to use Xero accounting. It was noted that a payroll package was not required as AJH and IM were both freelance and would invoice BID for their services.

AJH reported on a list of businesses that had not paid the levy had been received from West Somerset Council (WSC). This identified those unlikely to pay, some of whom would need to be taken to Court. All businesses in operation on 1 July 2018 had been levied but since this time ownership of some businesses had changed and new ones had set up. Graham had visited these businesses and found that the new owners tended to be unaware of BID. Unfortunately, there was no compulsion on businesses to inform the Council of changes in ownership. AJH therefore recommended that for the first year and only the first year of BID the uncollected debt of those businesses not in operation on 1 July 2018 or in different ownership be written off. Any court action to be taken would be postponed until the new Council was in place. DS Proposed and JL seconded the writing off of the debt. The proposal was AGREED.

## **6. Co-option of New Director**

Following the resignation of Mark Hill from the Board it was AGREED that Samantha White from WSR be co-opted onto the Board. At this point Sam joined the meeting.

### **7. BID Manager Update**

The Update as previously circulated was noted.

### **8. BID Business Plan Update and Minehead Economic Plan**

AJH reported that JW wished the BID Business Plan to link with the Minehead Economic Plan. AH advised that the Minehead Economic had been written by Corinne Matthews and that Minehead Coastal Communities Team (MCCT) wished to revisit and update the Plan. AJH asked where MCCT fitted into the mix of organisations. AH advised that they had been set up by Central Government. MCCT looked at the coastal strip and the town centre so covered a greater area than BID. There was a need for BID to align with MCCT to give a joint message. Katrina, Chair of MCCT, was very supportive of this happening. A meeting of MTC, WSC and MCCT would be taking place on 15 February 2019.

### **9. Events Sub-Committee Update**

AJH and GS reported the following:

*Raft Race* – Jill Homewood would be looking after the artisan markets and was liaising with Julian Abraham of The Old Ship Aground and the RNLi in order to put on a small scale event. Jill would be putting forward a proposal to be considered at the next BID Board meeting.

*Vintage Weekend* – Sam and AJH would be meeting with Robin Wichard before the next Board meeting. Robin was putting together a variety of options and costs including a parade. There was a need to know who was accountable for the event – WSR or BID? A proposal would come before the next meeting.

*May Day – 1 May 2019 in Wellington Square* – West Somerset Morris Men and the Acorn Shanty Band would be performing. Minehead First School would provide a maypole and dancers. GS would contact the Hobby Horse and work out a timetable of events. There would not be a Council charge to use Wellington Square but a licence would be required. The Duke of Wellington were very positive about the event. It would be small this year, but if successful could be built on.

*Steampunk Festival – May Day weekend 2019* – Looking at venue hire costs for the Old Hospital and the Regal Theatre, though the availability of the Regal was to be confirmed. The former Lloyds club, downstairs in the Duke of Wellington, plus an upstairs area could be used for stalls, etc. This would help to extend coverage of the event within the town centre. A proposal would come before the next meeting.

*Minehead Cycle Grand Prix* – Marshalls were needed. Gateway had offered 5 or 8 marshals. Sam had offered to find marshals. JL offered to help.

Jewsons had offered to pay for the barriers. £700 to £800 additional funding was now required. Whilst the barriers were in place a series of children's relay races would be held around the course as a pre-training event for the Beacon to Beach fun run. The Running Club organiser would be encouraging participation from the Minehead First Schools and St Peters in Williton.

*Ice Rink at Wellington Square or the Seafront* – The same company as last time would charge £4,950 for four days, though the Duke of Wellington were willing to provide reduced accommodation for the man looking after the rink which could reduce costs. A time of good weather was needed for optimal use of the rink. Care needed to be taken to prevent people straggling onto the road and causing a traffic problem.

*Street entertainment* - noted that JW was looking into quality performers and costs.

*Gateway Events* - GS and DS would be attending the next meeting on 27 February 2019.

## **10. Public Realm Sub-Committee Update**

GS reported the following:

The hanging baskets were designed to only need watering once per week. Two brackets had been erected in Park Street to date. The brackets and baskets wouldn't be in situ until the end of May. MTC quoted £2,500 to water 50 baskets from 1 June to 30 September. If the cost was less than expected at the end of the season MTC would reduce their invoice accordingly. JL proposed and DS seconded accepting MTC's quote. The proposal was AGREED.

The number of benches available would not be known until the seafront development was progressed. AH to talk to Nicki MacLean for an update.

Blue Flag – GS had met Kirsty Allen, community manager with Tesco. She was keen for Tesco to get involved with the Keep Britain Tidy – community litter pick up from 23 March to 26 April 2019. Minehead First School were also on board. BID could provide printed tabards, etc. which should result in photos and PR for BID. GS advised that there was no litter on the beach and the seafront and very little in the town - usually under boundary hedges of domestic properties. Litter was mainly found around the low bushes surrounding Morrisons and Tesco so needed to concentrate on this area.

Visitor packs – GS was working on these.

Coach drop-off point in The Avenue – this would depend on the outcomes of the SCC car parking review.

Signage – MTC were submitting a bid to WSC for S106 funding of £6,500. AH advised that the use of S106 funds needed to be relevant to the development to which the S106 agreement was tied.

Bunting – GS circulated a sample of white bunting around the meeting.

CCTV/shop radios – not a consideration for BID.

## **11. Meercat Associates proposal**

RB advised that Meercat were a consultancy business who worked solely with BIDs. They will talk to individual businesses to gauge their concerns (eg water, waste, GDPR, etc.) and work with them to resolve the situation. Being independent of Minehead BID, businesses that were not in favour of the BID were more likely to use Meercat Associates. Meercat had worked successfully with the Exeter BID, eg Phoenix Theatre had saved £20,000. Costs: Year 1 = £12,000. Year 2 = £9,000. Progress could be reviewed after three months (£3,000). It was AGREED that Meercat Associates should do a presentation at the next Board meeting.

## **12. Marketing and Communications Sub-Committee Update**

- a. ***Minehead Bay website proposal*** – AJH had been unable to table a proposal on this for a second meeting due to being unable to determine the owner of the website, AH advised that this website had been paid for by a Leader project on behalf of MCCT. Nicki MacLean was the project manager and had organised the website. He suggested that AJH talk to Nicki about any proposals to make changes to the website.

## **13. Any other business**

Forms completed by new businesses, etc. needed to be checked for accuracy by Directors, particularly the contact details.

## **14. Date of next Board meeting – Tuesday 12 March**

Events and Public Realm sub-groups meeting – Tuesday 5 March  
Other sub-groups to be agreed

**Meeting finished at 7.30pm**

SW – 13.2.19