

Board meeting 2
Monday, 10th February
High Street Media

Attendees

Rhian Derrick, Devonalds (RD)
Adrian Emmett, The Lion (AE)
Cllr Emyr Webster (EW)
Laura Williams, High Street Media (LW)
Shaun England, Too Good To Waste (SE)
Daryl Hodges, Coop (DH)
Allan Jones, Maindy Heating (AJ)
Colin James, Treorchy Pet and Garden Supplies (CJ)

Laura Thomas (LT), RCTCBC
Darren Notley, RCTCBC

Peter Williams, The means (PW)
Mandy Jenkins, The means (MJ)

Apologies

Lynette Lewis, Vanity Hounds
Leighton Wales, Thai Sky and Treorci News

Item	Detail	Action
1.0	<p>Welcome and apologies</p> <p>Apologies given as above.</p>	
2.0	<p>Minutes of the last meeting and matters arising</p> <p>2.1 Confirmation of minutes</p> <p>2.2 Matters arising</p> <p>2.2.1 BID budget</p> <p>The wrong budget had been included in the Directors' manual. MJ would circulate the correct version to the group.</p> <p>2.2.2 BID levy bills</p> <p>DN told the group that RCTCBC needed to purchase new software before the levy bills were sent out and the Council would cover the £11k costs of this. The bills would likely be sent out mid-April.</p>	<p>MJ: To circulate the correct version of the manual to the group</p>

	<p>MJ had spoken to the Ratings Department about the bills and they had updated the text. MJ would be the contact for initial queries.</p> <p>The group discussed including a newsletter with the bills but agreed that this would be better done sometime in the future.</p> <p>2.2.3 New board members</p> <p>2.2.3.1 DH</p> <p>Present at the meeting.</p> <p>2.2.3.2 RCTCBC board representative</p> <p>Cllr Robert Bevan would represent the Council at board meetings but not to take up a Directorship (as happens at Your Pontypridd BID).</p> <p>2.2.3.3 Young and Phillips</p> <p>RD had messaged Darren and he had responded saying that he would need some more information about the BID and what would be expected.</p> <p>2.2.4 Barclays community account</p> <p>SE to send Jeff Jones' details to MJ in order to set up an account.</p>	<p>SE: To send Barclays Community Account Manager details to MJ</p>
<p>3.0</p>	<p>Company registration</p> <p>The company had been registered at Companies House (no. 12435394). PW explained the process of becoming Directors and moving forward everyone at the board meeting needed to be a Director.</p> <p>SE, RD, DH, CJ, AJ, EW all nominated themselves as directors and were co-opted onto the board.</p>	
<p>4.0</p>	<p>Building the Website - update</p> <p>Not discussed.</p>	
<p>5.0</p>	<p>Developing capacity</p> <p>5.1 Governance</p> <p>5.1.1 Board membership</p> <p>See 3.0.</p>	

	<p>See 2.2.4.</p> <p>6.3 VAT registration</p> <p>Not discussed.</p> <p>6.4 Invoicing</p> <p>6.4.1 RCTCBC to members</p> <p>Not discussed.</p> <p>6.4.2 Love Treorchy to RCTCBC</p> <p>Not discussed.</p>	
7.0	<p>AOB</p> <p>The group discussed electing a Chair or Vice Chair.</p> <p>AE did not feel he could be Chair due to Chaining the Chamber of Trade.</p> <p>SE did not feel up to speed enough yet to be Chair but was happy to be Vice Chair.</p> <p>Election of Chair to be discussed again at the next meeting.</p>	