

Board meeting 4, Wednesday, 10th June
Via Zoom

Attendees

Shaun England, Too Good To Waste (SE)
Adrian Emmett, The Lion (AE)
Rhian Derrick, Devonalds (RD)
Laura Thomas (LT), RCTCBC
Darren Notley, RCTCBC

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

Apologies

Allan Jones, Maindy Heating (AJ)
Daryl Hodges, Coop (DH)

Item	Detail	Action
1.0	<p>Welcome and apologies</p> <p>SE opened the meeting and welcomed all attendees. Apologies given as above.</p>	
2.0	<p>Conflict of interest</p> <p>SE had asked to be on the agenda at the last meeting.</p> <p>AE explained briefly that he had drafted an application to Pen-Cymoedd which did involve a conflict of interest. Therefore, 4.1 would be rescheduled to the end of the meeting so that AE could be excused from the discussion.</p>	
3.0	<p>Minutes of the last meeting and matters arising</p> <p>3.1 Confirmation of minutes</p> <p>Those present confirmed that the minutes were an accurate account of discussions.</p> <p>3.2 Matters arising</p> <p>3.2.1 Food Festival Funding</p> <p>Welsh Government had originally said that the funding would not be available this year but had sent an email the previous week about making funding available in some form but were yet to release any details.</p>	

	<p>3.2.2 Levy bills</p> <p>DJN gave an update on his discussions with the NNDR Department but there was still no definite date for the bills to be sent out.</p> <p>The levy percentage was confirmed at 2%, there was no cap on contributions and only schools and churches were to be exempt.</p> <p>MJ to draft a letter to go out with the bills explaining to levy payers why they had to be sent. A bit of text to be included in the e-newsletter also to warn businesses that the bills were coming,</p>	<p>MJ: To draft a letter to all levy payers to be send with the bills</p>
<p>4.0</p>	<p>Programme</p> <p>4.1 Application to Pen-Y-Cymoedd</p> <p>4.1.1 Strategic Future Plans</p> <p>PW had spoken to Pen Y Cymoedd about the Vision Fund and an outline of an Expression of Interest had been circulated to the board ahead of the meeting. PW talked the board through the document which included recruiting a manager, admin assistant and digital town centre manager across both Aberdare and Treorchy BIDs and procuring a building in the town centre as an asset and income generation option.</p> <p>The board discussed the merits of joining forces with Aberdare on a joint bid. It was greed that</p> <ul style="list-style-type: none"> • PW confirm with PYC whether a joint or separate bid would be preferred • That regardless of the form of application if successful that Love Treorchy would seek to jointly procure the resource required with Our Aberdare. • Love Treorchy would be party to an Expression of Interest. <p>4.1.2 PPE pack</p> <p>AE talked the board through his proposal from the Chamber of Trade to Pen-y-Cymoedd which was the creation of PPE packs (sneeze guards, floor stickers, checklist posters, marks, sanitizer etc) for businesses in Treorchy, Ferndale and Treherbet for a total of £15,400 and asked the BID for a contribution of £1500. The BID included AE being paid for his time on the project (4 days).</p> <p>AE then left the meeting.</p> <p>The board discussed the proposal and decided that they would not support the request for £1500 from the BID as they felt that this might not be needed in order for the application to be successful and it would confuse the situation with other towns being involved. Crucially with the BID levy not having been collected the BID was</p>	

	<p>unable to provide the support within the timescale.</p> <p>However overall, they supported principle of the application and felt it would only be of benefit to BID levy payers.</p> <p>4.2 What more can be done during lockdown</p> <p>DN updated the board on the activities of RCTCBC to make town centres and public areas safer. The Stay Well At Work Team within the Council was currently being under-used by businesses and the board agreed that its services could be advertised in the next newsletter. DN to look for case studies so it could be advertised through social media.</p> <p>4.3 The forward workplan</p> <p>The workplan was on schedule besides from the staff recruitment and application to Pen-y-Cymoedd (which was in hand).</p>	<p>DN: To look for case studies about the Stay Well At Work Team</p>																					
<p>5.0</p>	<p>Marketing</p> <p>4.1 Website</p> <p>All the content had been uploaded to the non-live site by The means but MJ had not been able to get hold of LW to find out when the site would be made live. AE to ask LW for an update.</p> <p>4.2 Social media</p> <p>AE had given The means access to the social media accounts but they were struggling with finding content. AE and LW to have a meeting separately with The means to discuss a plan.</p> <p>4.3 e-newsletter</p> <p>MJ shared the following information with the board:</p> <table border="1" data-bbox="245 1473 1034 1680"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Opened</th> </tr> </thead> <tbody> <tr> <td>29/04/2020</td> <td>Stay At Home Street Parties, business advice on reopening and cyber crime</td> <td>50.0%</td> </tr> <tr> <td>7/5/2020</td> <td>Celebrate VE-Day 75, reopening advice and more</td> <td>44.7%</td> </tr> <tr> <td>13/5/2020</td> <td>This week's update on business advice and government support</td> <td>48.9%</td> </tr> <tr> <td>21/5/2020</td> <td>This week's update on business advice and government support</td> <td>38.3%</td> </tr> <tr> <td>28/05/2020</td> <td>This week's update on business advice and government support</td> <td>39.1%</td> </tr> <tr> <td>4/6/2020</td> <td>Important information on town centre safeguarding in this week's business bulletin</td> <td>34.0%</td> </tr> </tbody> </table> <p>47 subscribers.</p> <p>The board had a discussion around the open rates declining and decided that once the crisis was over, sending a newsletter once a month would be ample.</p>	Date	Description	Opened	29/04/2020	Stay At Home Street Parties, business advice on reopening and cyber crime	50.0%	7/5/2020	Celebrate VE-Day 75, reopening advice and more	44.7%	13/5/2020	This week's update on business advice and government support	48.9%	21/5/2020	This week's update on business advice and government support	38.3%	28/05/2020	This week's update on business advice and government support	39.1%	4/6/2020	Important information on town centre safeguarding in this week's business bulletin	34.0%	<p>AE: To ask LW for an update on the website</p> <p>MJ: To organise a separate meeting to discuss a social media plan</p>
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<p>5.0</p>	<p>Finance</p> <p>5.1 Income Report</p>																						

	<p>5.1.1 Update on levy collection from RCTCBC</p> <p>Covered in 3.2.2.</p> <p>5.1.2 Start-up support from RCTBC</p> <p>DN told the board that RCTBC would be unable to help the BID financially past the first three months and the £10k they had already provided.</p> <p>WG had released details of the grant support for BIDs and Treorchy would be entitled to claim £1360. MJ had completed the form and sent to DN who was currently trying to establish how RCTCBC would be able to claim the money from WG and hand over to the BID.</p> <p>5.2 Expenditure Report - Draft Annual Budget</p> <p>PW talked the board through the updated draft budget including the extra costs for The means to cover quarters 2 and 3.</p> <p>The board discussed whether it was still feasible for The means to exit Love Treorchy at the end of June as originally planned and they felt that it was too soon as no handover could be done and the BID would flounder with no one to organise meetings and drive activity.</p> <p>The board decided to retain the services of The means for at least the next quarter (July-September) and review the situation again then.</p> <p>5.3 Bank account opening</p> <p>The bank account was now officially open with AE and LW as initial signatories. The BID would be able to invoice the Council for the £5k as soon as the company was given a VAT registration number.</p> <p>5.4 VAT registration</p> <p>There had been a delay in the VAT registration as HMRC had come back with some questions which The means had missed. Therefore, the application needed to be submitted again.</p>	
<p>6.0</p>	<p>Company matters</p> <p>6.1 Director registration</p> <p>MJ could now register the rest of the directors at Companies House now that the bank account was open.</p>	<p>MJ: To register all directors at Companies House</p>
<p>7.0</p>	<p>AOB</p> <p>The board decided that a Chair should be elected at the next meeting.</p>	