

**Board meeting 1  
Monday, 20<sup>th</sup> January  
Treorchy Library**

**Attendees**

Rhian Derrick, Devonalds (RD)  
Adrian Emmett, The Lion (AE)  
Leighton Wales, Thai Sky and Treorci News (LWales)  
Cllr Emyr Webster (EW)  
Laura William, High Street Media (LW)

Laura Thomas (LT), RCTCBC  
Peter Williams, The means (PW)  
Mandy Jenkins, The means (MJ)

**Apologies**

Lynette Lewis, Vanity Hounds  
Shaun England, Too Good To Waste

Item	Detail	Action
1.0	<p><b>Welcome and apologies</b></p> <p>Apologies given as above.</p>	
2.0	<p><b>Ballot result and next steps</b></p> <p><b>1.1 Informing the electorate</b></p> <p>NH read out the ballot results. MJ told the group that a newsletter had been delivered to all businesses informing them of the results.</p> <p><b>1.2 Set up – scope of works (pre-April 1<sup>st</sup>)</b></p> <p>The means involvement would end on 31<sup>st</sup> March in line with their contract with RCT Council.</p> <p>Company infrastructure to be established over the next few weeks.</p> <p>Bills once a year – council to collect the money and BID to invoice the local authority for the money. LT to check on this.</p> <p>MJ to check the BID budget.</p> <p><b>1.3 Start-up - (post April 1<sup>st</sup>)</b></p> <p>PW told the group that most BIDs employ a manager in some capacity, but Treorchy may need do things differently due to the</p>	<p><b>MJ: To check the BID budget</b></p>

	<p>relatively low levy income. The potential of accessing external funding such as the Pen Y Cymoedd fund could aid putting in place sufficient delivery capacity.</p> <p><b>1.4 Billing – the first levy payment</b></p> <p>MJ had not yet spoken to the Ratings Department about billing. LT to check on this.</p>	<p><b>LT: To speak to the RCT Ratings Department about billing</b></p>
<p><b>3.0</b></p>	<p><b>Building the Governance capacity</b></p> <p><b>3.1 Board membership</b></p> <p>A drop-in session had taken place before the meeting for those who wanted to find out more about the BID and potentially join the board. Allan Jones from Maindy Heating and LWales had attended.</p> <p>MJ told the group that Shaun England from Too Good To Waste had emailed his interest in becoming a director. The group approved.</p> <p>AE and LW had previously agreed to become directors and had signed the forms necessary for the company to be registered at Companies House.</p> <p>LWales, RD agreed to become directors.</p> <p>Daryl Hughes from the Coop had been approached during the campaign and AE was tasked to ask him.</p> <p>The group discussed having a representative from the local authority on the board. LT to go back and have internal discussions with RCT about who they would like to nominate.</p> <p>EW asked when the first AGM would take place. PW told the group that it would need to take place within the first 18 months and advised not holding it immediately as the later timescale would give an opportunity to get the programme underway and show results.</p> <p><b>3.2 Responsibilities of board members</b></p> <p>PW talked the group through the board members’ manual.</p> <p><b>3.3 Board meetings</b></p> <p>To take place every 6 weeks.</p> <p><b>3.4 Officers and subcommittees of the board</b></p> <p><b>3.5 Theme or project groups</b></p> <p>PW explained about how theme groups worked in other areas which could be replicated in Treorchy as the programme evolves</p> <p>.</p>	<p><b>MJ: To contact Daryl Hughes</b></p> <p><b>LT: To speak to RCT about who they would like to nominate to the board</b></p>

<p><b>4.0</b></p>	<p><b>Articles of Association</b></p> <p>PW explained the process of electing directors as covered in the Articles.</p> <p>Those present at the meeting agreed to adopt the Articles and agreed that the company be registered at Companies House.</p> <p>EW asked about company membership and PW explained the difference between being a member and a levy payer and suggested that membership forms be available at the AGM.</p>	
<p><b>5.0</b></p>	<p><b>Financial procedures</b></p> <p><b>6.1 BID bank account</b></p> <p>MJ gave the group the different bank account options. The group chose to go with Barclays as is the only bank in the town. MJ to check with Barclays about a community account.</p> <p><b>6.2 VAT registration</b></p> <p>Love Treorchy does not have to register as the projected turnover is below the threshold but as VAT can be reclaimed on purchased the BID chose to be registered.</p> <p><b>6.3 Financial management, reporting and processes.</b></p> <p>PW went through the financial procedures document.</p> <p>AE asked about having an accountant to run the annual accounts. RD to speak to Darren at Young &amp; Phillips about joining the board and helping with the company accounts.</p> <p>PW explained about the potential project scrutiny committee and how it would work.</p>	<p><b>MJ: To speak to Barclays about a community account</b></p> <p><b>RD: To speak to Darren at Young and Phillips</b></p>
<p><b>6.0</b></p>	<p><b>AOB</b></p> <p>Chair and Vice Chair to be chosen at the next meeting.</p> <p>Next meeting - Monday, 10<sup>th</sup> February, 12:30pm at High Street Media</p>	