

Board meeting 3
Monday, 24th April
Via Zoom

Attendees

Shaun England, Too Good To Waste (SE)
Daryl Hodges, Coop (DH)

Laura Thomas (LT), RCTCBC
Darren Notley, RCTCBC

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

Apologies

Rhian Derrick, Devonalds (RD)
Allan Jones, Maindy Heating (AJ)
Laura Williams, High Street Media (LW)

Item	Detail	Action
1.0	<p>Welcome and apologies</p> <p>SE opened the meeting and welcomed all attendees. Apologies given as above. The board discusses the lack of numbers but decided to proceed with the meeting anyway.</p>	
2.0	<p>Minutes of the last meeting and matters arising</p> <p>2.1 Confirmation of minutes</p> <p>Those present confirmed that the minutes were an accurate account of discussions.</p> <p>2.2 Matters arising</p> <p>2.2.1 Directors' manual</p> <p>MJ had circulated the correct version to board members.</p> <p>2.2.2 Barclays Community Account Manager</p> <p>SE had passed the details to MJ who had spoken to the manager.</p> <p>2.2.3 More detailed version of the budget</p> <p>See 5.2 below.</p>	

	<p>2.2.3.1 Job description</p> <p>MJ had circulated this to the board.</p> <p>2.2.3.2 Careers fair</p> <p>The careers fair had taken place but no one from the BID had attended.</p> <p>2.2.4 Proposal PDF</p> <p>MJ had not sent this out to levy payers as the newsletter had started to be distributed instead.</p>	
<p>3.0</p>	<p>Programme</p> <p>3.1 What more can be done during lockdown</p> <p>The board had a general discussion around businesses that were open in the town with the Coop being especially busy at the moment.</p> <p>3.2 iTown app launch</p> <p>The board expressed regret that AE was not present to give an update on the app. DN said that a few businesses in Treorchy had signed up and were listed on the app.</p> <p>3.3 The forward workplan</p> <p>PW and MJ talked the board through the plan.</p> <p>3.4 Food Festival</p> <p>MJ informed the group that the Welsh Government has pushed back the date for opening applications for the £5k food festival funding. The board agreed to put in an application for the funding with a date for the festival to be decided later on.</p>	<p>MJ: To apply for the Food Festival funding</p>
<p>4.0</p>	<p>Marketing</p> <p>4.1 Building the Website – update</p> <p>No update as LW not present.</p> <p>4.2 Social media</p> <p>AE had suggested that the BID use the Visit Treorchy social media accounts rather than create new ones due to the high number of followers. The board agreed to this.</p> <p>4.3 e-newsletter</p>	

	<p>MJ shared the following information with the board:</p> <table border="1" data-bbox="245 309 1222 539"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Opened</th> </tr> </thead> <tbody> <tr> <td>1/4/2020</td> <td>The first edition of the Love Treorchy BID newsletter</td> <td>52.1%</td> </tr> <tr> <td>8/4/2020</td> <td>iTown app and the latest on government business support</td> <td>55.1%</td> </tr> <tr> <td>15/4/2020</td> <td>Staying safe online and the latest on government business support</td> <td>47.9%</td> </tr> <tr> <td>21/4/2020</td> <td>Government job retention scheme now live; advice from food standards agency</td> <td>47.9%</td> </tr> </tbody> </table> <p>50 subscribers.</p>	Date	Description	Opened	1/4/2020	The first edition of the Love Treorchy BID newsletter	52.1%	8/4/2020	iTown app and the latest on government business support	55.1%	15/4/2020	Staying safe online and the latest on government business support	47.9%	21/4/2020	Government job retention scheme now live; advice from food standards agency	47.9%	
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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>DN told the board that the bills were originally due to go out by the end of April but the Ratings Department were busy dealing with the distribution of government grants. The board discussed whether the bills should be sent out and decided that they should as busier businesses like Co-op would be able to be pay the levy which would enable the BID to help the smaller businesses. DN would check with the Ratings Department if the bills could be sent out by the end of May.</p> <p>5.1.2 Start-up support from RCTBC</p> <p>DN went through the support package which the board had agreed by email and has it made it possible for The means to help the BID through its first three months.</p> <p>5.2 Expenditure Report - Draft Annual Budget</p> <p>PW talked the board through the draft budget.</p> <p>5.3 Bank account opening</p> <p>There had been some issues and delays with the opening of the bank account but all forms had been signed and sent back so hopefully it would be open soon.</p> <p>5.4 VAT registration</p> <p>The company was now VAT registered.</p> <p>5.5 Application to Pen Y Cymoedd</p> <p>PW had contacted the fund but had not yet received a response. SE told the board that he had dealt with them many times and that employment was a key criteria.</p>	<p>DN: To check with the RCTCBC Ratings Department if the bills could be sent out by the end of May</p>															

<p>6.0</p>	<p>Company matters</p> <p>6.1 Director registration</p> <p>As the bank account was still not open, LW and AE were still the only to directors registered at Companies House. Once the account was open, the others could be registered.</p>	
<p>7.0</p>	<p>AOB</p> <p>The board decided that a Chair should be elected at the next meeting.</p> <p>SE asked that an agenda item on conflict of interest be added at the start of the agenda for each meeting.</p>	