

Attendees

Chris MacKenzie, Wiff Waf (Chair) (CMG)
Eddy Webb, InSynch (EW)
Cyril Baker, The Jewellery House (CB)
Mark Joseph, The Jewellery House (MJ)
David Evans, Aberystwyth Business Club (DE)
Nick Davidson, The Phonline (ND)
Tom Trevarthen, Crimson Rhino (TT)
Mark Clifton, Clive Menswear (MC)
John Glasby, Aberystwyth University (JG)
Gary Pemberthy, Cactws / Watch Obsession

Mandy Jenkins, The means (MJenkins)
James Thomas, The means (JT)

Apologies

None given

Item	Detail	Action
1.0	<p>Welcome and introductions</p> <p>CMG opened the meeting and welcomed all attendees.</p>	
2.0	<p>Confirmation of ballot results</p> <p>CMG read out the ballot results.</p> <p>GP asked how many people were entitled to vote in the ballot. MJenkins confirmed that there were 411 votes.</p>	
3.0	<p>BID set up</p> <p>3.1 Confirmation of funding</p> <p>CMG explained that following the successful ballot result, Welsh Government has made funding available for the setup of the BID which had been matched by Ceredigion County Council.</p> <p>3.2 Appointment of The means</p> <p>CMG said that The means had submitted a proposal to the Council for the setup and that the group needed to make a decision on whether they were happy to appoint them. He then asked The means to leave the room so the group could discuss.</p> <p>Following the discussion, The means were invited back in to the meeting and CMG confirmed their appointment.</p> <p>3.3 Task list</p> <p>JT talked through the setup phase tasks including governance and strategic planning, communications,</p>	

JT said that this could be tackled going forward and that the scope for this would need to be identified.

MJ asked if people would have to pay the levy from that date or would it be pro-rata'd?

GP pointed out that in that case the Council wouldn't chase someone for payment that had closed down their business but would chase someone still in business.

MJ said that if that was the law, the BID would have to abide by it.

CMG said that WG would need to be asked if that could be done.

CMG explained that moving forward to the next phase, the BID would need temporary directors – a minimum of two. He asked if there were any volunteers.

TT said that he would like to nominate GP. GP said that at this point in time he would not want to put himself forward as a director.

JT said that the intention would be for the BID to identify and include prospective directors from the wider business community.

EW said that he was happy to be a founding director.

GP said that by the next meeting prospective directors would need to fully understand and satisfy themselves of the legalities and that anyone who put themselves forward would have to be careful of any conflict of interest.

JT said that draft articles of association would be circulated for discussion at the next meeting.

CB asked if the articles of association were a template The means had produced from previous experience.

JT confirmed there was a template but that it would be refined some things would be specific to the area.

CMG asked if the BID would have insurance.

JT confirmed that it would.

CB said that it would be useful if Tony Bates could have a look through the Articles of Association.

CMG said that this would be his last meeting and his last

MJenkins: To send a copy of the Articles of Association to Tony Bates

as Chair. There were no volunteers to take on the role.

TT said that he had not been aware that this meeting would be taking place and that very few people in the town knew about it.

MJ said that the group had always tried to include as many people as possible in meetings.

CMG asked JT what number The means normally recommend at director/board level.

JT said around 12.

CB said that he felt the BID needed as broad an input as possible.

ND asked if the BID could be setup as anything other than a limited company.

JT said that typically BIDs incorporate as a Private Limited Company by guarantee and the intention was that Advancing Aberystwyth would be the same but that The means can identify other forms of legal structure.

MJ confirmed that the proposal document said that the BID would be a company limited by guarantee.

CMG said that these rules would be covered in the Articles of Association.

GP said that to date, he felt that there had been no transparency in the process.

TT said that he felt all businesses should be told that they would be welcome to attend meetings.

MJ said that the steering group had tried this over two years but meeting numbers had never been high.

CMG said that any new ideas on how to attract people going forward would be welcome.

GP said that he felt that information was not widely available outside of the steering group.

CB said that all along meetings had been open to any interested parties.

TT asked if there was anything in the business plan that could be changed before the company was set up.

MJ asked if the group agreed they wanted to change

	<p>something, could this be done. CB asked if there was a defined parameter.</p> <p>JT said that this would need to be done carefully and with reference to the BID regulations to ensure that the BID would not have to undertake an Alteration Ballot or re-ballot. He stated that significant variances from the proposal may not be allowed to go ahead and there would potentially need to be a re-ballot but that budgets could be varied to some extent.</p> <p>GP asked of there was a cashflow forecast to show how the percentages in the proposal had been worked out.</p> <p>JT said that the steering group had put together the budget and that this could be refined by the BID board going forward.</p> <p>GP asked if he could see the spreadsheet produced by the steering group. MJenkins said that she would email it.</p> <p>GP asked about the costs of the levy collection by the Council. MJenkins to confirm the extent of discussions at the next meeting. GP asked what other areas in Wales are charging. JT said that it varied significantly from area to area but an average would be in the range of £5k-£10k a year.</p> <p>GP enquired about Council representation on the Board. JT said it was often the case that the Council had representation and asked the group to consider if they wanted them to attend and in what capacity i.e. formally within the articles of association or by invite.</p>	<p>MJenkins: To email budget spreadsheet to GP</p> <p>MJenkins: To ask CCC about collection costs</p>
<p>4.0</p>	<p>Date of next meeting</p> <p>Thursday, 20th October, 5:30pm (venue TBC, possibly Old Seddon Room, Old College)</p>	