

### Attendees

Sophie Fuller, Sophie's café (Chair) (SNF)  
 Eddy Webb, InSynch (EW)  
 Sian Fisher (SF)  
 Lee Price, The Royal Pier (LP)  
 Gareth Lloyd, Ceredigion County Council (GL)  
 David Lees, Aberystwyth Town Council (DL)  
 Christopher Bentley, Marks and Spencer (CB)  
 Mark Joseph, The Jewellery House (MJ)  
 Gweneira Raw-Rees, Aberystwyth Town Council (GRR)  
 Matthew Newbold, Development Manager, Advancing Aberystwyth ar y Blaen (MN)  
 Lisa Dowse, Events & Projects Co-ordinator, Advancing Aberystwyth ar y Blaen (LD)

### Apologies

Mearina James, The Tan Shop (MEJ)  
 David Evans, Aberystwyth Business Club (DE)  
 Rhodri Morgan, Aberystwyth University (RM)

Item	Detail	Action
1.0	<p><b>Welcome and Introductions</b></p> <p>Warm welcome was given to new staff member, Lisa Dowse</p>	
2.0	<p><b>Apologies for absence</b></p> <p>Apologies given as above.</p>	
3.0	<p><b>Minutes of the last meeting</b></p> <p>EW suggested amendment on page 2 item 5.0 – 'Cycle Fest Proposal'          Correct wording as follows:</p> <p>"After a long discussion during which all members expressed their belief that the event was good for the town, both GL &amp; DL declared an interest and left the room for the vote. The vote was called as to whether we should provide any financial support to the underwriting or simply consider sponsorship. A vote was taken, and all voted in favour of not becoming the 'underwriters' for either of the two options, or to make any level of contribution towards this."</p> <p>A vote was taken and all agreed to this change.</p> <p>GRR raised a query about the need for the Town Council to declare an interest in the Cycle Fest vote. SNF stated that this was because Town Council were providing funding themselves for the event, they needed to declare an interest. GRR disagreed with that decision as the Town Council were not the event organisers. A discussion took place and it was agreed that guidance would be taken from WG and we would also get advice from other (more established BIDs)</p> <p>Aside from that, the minutes were accepted as correct</p>	<p><b>MN to amend minutes</b></p> <p><b>MN to contact WG and other BIDs re: conflict of interest guidance</b></p>

<p><b>4.0</b></p>	<p><b>Actions from the last meeting</b></p> <p><b>4.1 Finance Committee Meeting</b> Meeting was held, and proposals put forward (see item 6.2)</p> <p><b>4.2 Project proposal feedback</b> 3-year project proposal was sent out to the board for feedback. MN and LD to meet with SNF to make final tweaks, which will be sent to the board to sign off.</p> <p><b>4.3 Observers</b> Both Gary Pemberthy and Rhiannon Rees sent their apologies for this meeting, however would like the invitation extended to the next meeting. All agreed</p> <p><b>4.4 Rhodri Morgan</b> RM was delighted that he was accepted on to the board as a Director.</p>	
<p><b>5.0</b></p>	<p><b>Arad Goch Opening Door Proposal</b> A decision was made to postpone the vote/decision on this proposal as the board needed more time to consider fully. It was suggested that it is delayed until May in order to give us time to finalise our own events programme. Everyone agreed.</p>	<p><b>MN to inform Arad Goch of our decision</b></p>
<p><b>6.0</b></p>	<p><b>Company Matters</b></p> <p><b>6.1 Vice Chair</b> SNF stated that we need to appoint a vice chair to replace Gary Pemberthy. EW nominated MJ. All agreed, and MJ accepted the role.</p> <p><b>6.2 Budget / Finance</b> SNF explained that the Finance Committee had met to discuss the 3 year plan as well as the underspends to date. The projects outlined in the 3 year plan are to be funded by future levy income and the Mill Street. The proposal that the committee would like to put forward is that the current underspends (i.e from years 1 and 2) are set aside for supporting additional (unplanned) projects, core costs, re-ballot and infrastructure. EW suggested that this budget should be named 'Contingency &amp; Forward Planning'. In order to improve productivity, it was proposed that spending under £500 can be approved by the Chair, between £500 - £1000 can be approved by the Finance Committee and over £1,000 needs to be approved by the board. A vote was taken, and everyone agreed.</p> <p>Regarding the projects outlined in the 3 year plan, the Finance Committee also proposed that there should be a 10% buffer for overspending (once the final plan is agreed), as it is difficult to have exact figures. Anything above that would need the approval of the board. A vote was taken, and everyone agreed</p>	

7.0	<p><b>AGM</b></p> <p>MN confirmed that he had spoken to the accountant who has informed us that the earliest the AGM can be held is May/June as our accounts will need to be audited.</p>	
8.0	<p><b>Management team feedback</b></p> <p>Excellent progress has been made since the appointment of LD. WE have had the opportunity to meet more businesses, and engagement with our facebook page has increased dramatically.</p> <p>In terms of projects, the design and content of the Digital Signs has been completed. We are going to send each business their content to approve. Also, final tweaks will be made to the design interface to match the design of the App. In terms of the App, we are in the process of signing off the design, and we are currently gathering more images. The content of the app will be the same as the signs. It was suggested that we look at the Wales on View website for details.</p> <p>The theme groups re-started after the Christmas / new year period. This included the new Prom Development Group, which was well attended, and the group were excited by our new project ideas - Splash Park, Zip Wire. The Night Time Economy group is progressing well. They are waiting for confirmation regarding CCTV. SF is attending a public meeting with the Police &amp; Crime Commissioner this evening. The group are also keen to progress with a Folk Festival idea.</p> <p>Several partnership meetings have taken place. One included a meeting with the Project Manager for the Old College Development, who is keen to work in partnership as they plan their projects. One opportunity will be when they stage a Literature Festival in partnership with the organisers of the Hay Festival.</p> <p>Easter Event – Our first event of 2018 is taking place in the Castle on March 31. The event will include stalls, Easter egg hunt, bouncy castle, quad bikes and a face painter.</p> <p>2018 Events - MN &amp; LD are to finalise a plan and submit to the board</p> <p>EW asked if the Town Wifi will be accessible on constitution hill, as this could support a local charity. MN is to investigate</p>	
9.0	<p><b>AOB</b></p> <p><b>Cycle Fest</b></p> <p>The council have approached us again and have asked if we could 50% of the £60k needed to underwrite the event.</p> <p>After a long discussion a vote was taken.</p> <p><b>Result of the vote:</b> Unanimously not to provide 50% funding to underwrite the event.</p>	

	<p><u>Reason for the decision and response to be given to the council:</u> <i>It is with genuine regret that we are unable to provide funding towards the Cycle Fest as our events budget had already been committed to a full schedule of pre-planned events before the request for funding was received.</i></p> <p><b>M&amp;S Anniversary</b> CB informed the group that this month, M&amp;S were celebrating their first year anniversary. He said that the store had experienced a successful first year, exceeding targets, which ultimately is of great benefit to the town. BBC Wales will be doing a feature and there will be various information in the press. CB asked permission to reference Advancing Aberystwyth when appropriate, everyone agreed this would be a fantastic opportunity.</p>	
<p><b>10.0</b></p>	<p><b>Date of next meeting</b> Thursday, April 5<sup>th</sup>, 5:30pm (Town Council Office, 11 Baker Street)</p>	