

### Attendees

Sophie Fuller, Sophie's café (Chair) (SF)  
 Eddy Webb, InSynch (EW)  
 David Evans, Aberystwyth Business Club (DE)  
 Nick Davidson, The Phonenumber (ND)  
 Gary Pemberthy, Cactws / Watch Obsession (GP)  
 Helen Dimmick, Caesar's Café (HD)  
 Tom Trevarthen, Crimson Rhino (TT)  
 Mark Joseph, The Jewellery House (MJ)  
 Mark Clifton, Clive Menswear (MC) (present for part of the meeting)

Gareth Lloyd, Ceredigion County Council (GT)

### Observers

Gweneira Raw-Rees, Aberystwyth Town Council (GRR)

Mandy Jenkins, The means (MJenkins)

### Apologies

Brendan Sommers, Aberystwyth Town Council (BS)  
 Jim Wallace, Aberystwyth University (JW)

Item	Detail	Action
1.0	<p><b>Welcome and introductions</b></p> <p>SF opened the meeting and welcomed all attendees. She explained that before the meeting began the board needed to address an issue with directors' behaviour.</p> <p>SF had received internal and external complaints about the inappropriate behaviour of Ian Smith, who had also been speaking to Welsh Government about issues already resolved and agreed by the board and speaking out of turn about other directors to other BID levy members.</p> <p>SF and GP had spoken to IS about this before the marketing theme group which had taken place on Tuesday 21<sup>st</sup> February. Explaining SF had received complaints and would bring a motion to the board to remove him, IS would receive a chance to explain. IS chose not to attend the board meeting. He had sent an email earlier in the day but this had not been seen by SF until now.</p> <p>SF proposed removing him from the board, reading through the list of qualities and experience of directors in the board members' manual adopted by the board at the November meeting. SF asked members to vote. She explained that they had the right to remove him by a majority vote as stated in the Articles of Association:</p> <p><i>26.1 The directors shall have the power to remove directors by a simple majority vote made by them at any directors' meeting, provided that such removal does not cause the number of directors to go below the minimum number of directors prescribed</i></p>	

	<p>EW had done some research on the Companies House website and had found a section that said 28 days' notice was needed to remove a director. MJenkins to check this with Tony Bates.</p> <p>Following a further discussion, the board decided by majority vote to remove Ian Smith.</p> <p><i>MC then joined the meeting.</i></p> <p>The directors co-opted MC onto the board.</p>	<p><b>MJenkins: To check removal of a director procedure with Tony Bates</b></p>
<p><b>2.0</b></p>	<p><b>Apologies for absence</b></p> <p>Apologies given as above.</p>	
<p><b>3.0</b></p>	<p><b>Minutes of the last meeting</b></p> <p>The group approved the minutes of the last meeting as an accurate record of the evening's discussions.</p>	
<p><b>4.0</b></p>	<p><b>Actions from the last meeting</b></p> <p><b>4.1 Update to the previous minutes</b> Tom Trevarthen's name updated.</p> <p><b>4.2 Local insurance quotes</b> MJenkins had contacted Insurance Centre Wales and was waiting for them to come back with quotes.</p> <p><b>4.3 Change to baseline</b> MJenkins had sent the version of the baseline agreed at the last meeting back to CCC and it would now be sent back to their legal department before it could be signed.</p> <p><b>4.4 InSynch levy bill</b> EW confirmed that he had received the bill. MJenkins explained that CCC had thought that only properties with and RV of £6001 or more were included. This had now been rectified.</p> <p><b>4.5 Interview candidates</b> SF updated the group on the interviews and the chosen candidate.</p> <p><b>4.6 Emerge Charge outdoor signage</b> Emerge Charge had not contacted SF. MJenkins to chase.</p>	<p><b>MJenkins: To chase Emerge Charge</b></p>
<p><b>5.0</b></p>	<p><b>Company matters</b></p> <p><b>5.1 Directors</b> As above.</p> <p><b>5.2 Bank account</b> All directors had now been into the bank with ID. The business manager had said that the account would now take around 72 hours to set up. SF, GP, HD and MJ to be signatories.</p>	

	<p><b>5.3 Operating agreement</b> CCC had made some changes to the operating agreement, largely around the BID manager being able to access a self-service module in the software which would negate the need for CCC to provide the information. The board agreed to these changes.</p> <p><b>5.4 Levy payment update</b> £45,161 had been collected so far from 249 businesses. The total levy for the first six months would be £74, 990.22 which included £5,523.29 from Tesco which had now received its rateable value.</p> <p>MJenkins/BID to invoice CCC for £45,000 as soon as the bank account is up and running.</p> <p><b>5.5 Email newsletter</b> The board decided that this could be done when the BID manager began work and had collected email addresses due to potential data protection issues. A press release to be drafted to The Cambrian News introducing him.</p>	
<p><b>6.0</b></p>	<p><b>BID Project Manager</b></p> <p>GL informed the board that Cabinet had agreed that the BID could have the £250k to spend on projects and had approved using this funding for the BID manager’s salary for the first year. The BID could then approach CCC on a case by case / project by project basis and the future decisions on the funding allocation could be made by an officer and would not have to go through Cabinet.</p> <p><b>6.1 Start date / handover</b> BID manager to start work on 1<sup>st</sup> March and MJ to do a handover with him as soon as possible after that.</p> <p><b>6.2 Pension contribution</b> The board agreed to the minimum contribution, at least for the three-month probationary period.</p> <p>GP to send MJenkins details of accountants within the BID area.</p> <p><b>6.3 IT requirements</b> HD to source three separate quotes for a mobile phone contract and SF to source three separate quotes for a laptop for the BID manager.</p>	<p><b>GP: To send MJenkins details of accountants</b></p> <p><b>HD: To source phone quotes</b></p> <p><b>SF: To source laptop quotes</b></p>
<p><b>7.0</b></p>	<p><b>Progressing project themes</b></p> <p><b>7.1 Improving access and connections</b> Peter Austin supposed to sending through the Council plans for the next five years so BID doesn’t duplicate. MJenkins to chase.</p> <p>MJ had been approached by Aberystwyth Town Council regarding CCC plans to extend a cycle way into town and asking if the BID would like to make a contribution. The board voted and decided against this.</p>	<p><b>MJenkins: To chase Peter Austin about CCC plans</b></p>

	<p>They decided that going forward anyone wanting funding from the BID would need to put forward a formal proposal which could then be discussed at board meetings.</p> <p>MJ to go back to CCC and ask them to make a formal approach about the cycle path.</p> <p>The board decided that one of the BID manger’s first tasks would be to contact the owners of the private car parks in town.</p> <p><b>7.2 Promoting and marketing our offer</b>          TT updated the board on the marketing theme group which had taken place the previous Monday.</p> <p>Arad Goch looking to put on a summer events and potentially had £56k of the £77k needed to fund it. BID logo could appear in all the event materials.</p> <p>The board asked for a formal proposal to be put forward.</p> <p>The board discussed the idea of having theme groups within the marketing theme group as there were so many ideas to discuss all in one go.</p> <p>A theme group focussed on the night time economy to be formed.</p>	<p><b>MJ: To ask CCC to make a formal approach about funding for the cycle path</b></p> <p><b>TT: To ask Arad Goch for a formal proposal</b></p>
<p><b>6.0</b></p>	<p><b>AOB</b>  <b>Communication protocol</b>          The board discussed the need for some sort of communications policy as all communications would need to go out through the BID manager and no board member would have the list of levy payers. BID manager to look into this once in post.</p> <p><b>23-25 Pier Street</b>          GP declared that he had yet to pay his levy bill and gave reasons regarding issues with the rateable values at 23-25 Pier Street. Once the property is correctly invoiced in regards to the two businesses occupying the property, he will then ask the Council to correctly invoice the levy and will pay it. He wanted to make this clear to the Board that he had yet to pay.</p> <p><b>AGM date</b>          The board decided to move the AGM to 29<sup>th</sup> March 2018.</p>	
<p><b>7.0</b></p>	<p><b>Date of next meeting</b>          Thursday, 16<sup>th</sup> March, 5:30pm          (Town Council Office, 11 Baker Street)</p>	