

## Agenda

1. Welcome & Introductions
2. Minutes of the last meeting
3. Actions from the last meeting
  - 3.1. Collection costs
  - 3.2. Levy collection options
  - 3.3. Amendments to articles of association
  - 3.4. Financial procedures document
4. Levy liability in respect of the first six months of the BID (April – September 2016)  
to consider a recommendation in advance of bills being issued
5. Company matters
  - 5.1 Appointment of directors
  - 5.2 Responsibilities of directors
  - 5.3 BID accommodation
  - 5.4 Bank account
6. Progressing the programme – establishing the theme groups
7. AOB
8. Date of next meeting – Thursday, 12<sup>th</sup> January