

## **Agenda**

1. Welcome & Introductions
2. Confirmation of ballot results
3. BID set up
  - 3.1. Confirmation of funding
  - 3.2. Appointment of The means
  - 3.3. Task list
4. Date of next meeting – 20<sup>th</sup> October 2016

*Draft agenda for next meeting:*

1. Bank account
2. VAT
3. Financial procedures
4. Levy bills
5. Operating and baseline agreements
6. Company formation
7. Articles of Association
8. BID accommodation
9. Election of Chair and Vice Chair
10. Marketing plan