

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)
Ian Smith, Furniture Cave (IS)
Mark Joseph (MJ)

Brendan Sommers, Aberystwyth Town Council (BS)
Gareth Lloyd, Ceredigion County Council (GT)

Observers

Gweneira Raw-Rees, Aberystwyth Town Council (GRR)

Mandy Jenkins, The means (MJ)

Apologies

None

Item	Detail	Action
1.0	Welcome and introductions SF opened the meeting and welcomed all attendees.	
2.0	Apologies for absence None.	
3.0	Minutes of the last meeting Tom Trevarthen's name to be updated to the correct spelling.	MJenkins: Update the minutes as requested
4.0	Actions from the last meeting 4.1 Update to the previous minutes Gareth Lloyd's name updated. 4.2 Section 106 information GL explained that the £250k from the Mill Street development was not Section 106 funding as previously thought. The funding is intended to support the independent sector in town and that there were a couple of options that could be put forward to Cabinet for approval. <ul style="list-style-type: none"> • All the money could be spent on one project proposal • The money could be spent on lots of different projects (this would be agreed by Cabinet upfront) • The money could be agreed on a project by project basis (level of authorisation to be agreed) <p>The group agreed that it would be best not to try and spent it all on one project and to spread it out.</p> <p>MJ suggested using the funding for the BID manager's salary for the first</p>	

	<p>year.</p> <p>IS suggested using it to leverage in more funding.</p> <p>The group agreed.</p> <p>GL said that he would recommend to cabinet that the money be allocated to the BID on the basis that they would submit project ideas moving forward, but initially a proposal would be submitted asking for the funding to cover the BID manager's salary for the first year.</p> <p>4.3 Directors' indemnity and public liability insurance Directors' indemnity quote: £262.18 Merkel insurance. No cover needed until the company starts carrying out work. Public liability quote: Commercial Express £325.19 for 1000 attendees at 15 one-day long events. No cover needed until the first event takes place. GP asked if MJ could get quotes from a local insurance company / broker, he would send details.</p>	<p>MJenkins: To get quotes from local insurer</p>
<p>5.0</p>	<p>Company matters</p> <p>5.1 Appointment of Directors MJ explained that there has been a mistake in registered company address. This had now been changed at Companies House. She had requested an online login which was being sent by post. As soon as it was received. MJ would be able to register everyone as directors.</p> <p>5.2 Election of Chair and Vice Chair The group voted and Sophie Fuller was elected as Chair and Gary Pemberthy as Vice Chair.</p> <p>5.3 Bank account MJenkins had met HSBC business manager but EW and SF needed to go into the bank with ID, as would other directors once registered. SF, EW and GP would be signatories on the account.</p> <p>5.4 Baseline agreement SF went through the changes requested to the draft, pre-ballot agreement. The group had one small amendment around contractors. MJ to go back to the Council and request this change.</p> <p>MJ expressed his disappointment that there was nothing in the agreement on parking.</p> <p>The group accepted the changes to the agreement and agreed that SF and GP could sign the agreement on behalf of the BID.</p> <p>5.5 Operating agreement MJenkins told the group that this was currently with the Ratings team at the Council to update before being signed as the original draft version was prepared at the start of 2016.</p> <p>5.6 Levy payment update £18,114.20 received to date (£5,591 of this from CCC) with a payment on the levy bills of 15th January.</p>	<p>MJenkins: To go back to Council and request an update to the baseline agreement</p>

	<p>Total expected £69,286 for first 6 months.</p> <p>One email complaint received and one phone call so far.</p> <p>EW queried that he had not received a bill. MJenkins to check this with the Council.</p>	<p>MJenkins: To check with CCC why EW had not received a levy bill</p>
6.0	<p>BID Project Manager – shortlisting</p> <p>The group went through the CVs of the candidates who had applied for the position. They shortlisted three and chose the afternoon of Friday, 27th January as the date for the interview at the Town Council Office.</p> <p>They decide that the candidates would need to give a 10 minute presentation on: ‘My top five ideas on how the BID could improve Aberystwyth’ as well as do a written task which would be decided nearer the date.</p> <p>SF, HD, EW, GP and DE all expressed an interest in being on the panel. GRR requested to be an observer.</p> <p>MJenkins to contact the candidates.</p>	<p>MJenkins: to contact the candidates for interview</p>
7.0	<p>Progressing project themes</p> <p>7.1 Improving access and connections</p> <p>SF gave the group and update from the meeting with Council Officers to discuss Mill Street connectivity that had taken place in the afternoon.</p> <p>MJenkins agreed to chair the first parking theme group due to take place on 18th January.</p> <p>MJenkins to email details of the meeting to all email contacts.</p> <p>7.2 Promoting and marketing our offer</p> <p>SF and MJenkins told the group about Emerge Charge outdoor signage. SF to contact them and find out more.</p> <p>Theme group to take place on 26th January with TT to chair. GRR to do a workshop at the meeting to generate ideas.</p>	<p>SF: To contact Emerge Charge</p>
6.0	<p>AOB</p> <p>BIDs networking meeting</p> <p>BIDs Network meeting to take place Monday 30th Jan in Bangor 10:00 – 14:30. SF attending and anyone else welcome.</p> <p>BID website</p> <p>The group agreed that InSynch would continue to manage the website for the next year.</p>	
7.0	<p>Date of next meeting</p> <p>Thursday, 23rd February, 5:30pm (Town Council Office, 11 Baker Street)</p>	

