

## Agenda

1. Welcome and introductions
2. Apologies for absence
3. Minutes of the last meeting
4. Actions from the last meeting
  - 4.1. Update to previous minutes
  - 4.2. Local insurance quotes
  - 4.3. Change to baseline
  - 4.4. Insynch levy bill
  - 4.5. Interview candidates
  - 4.6. Emerge charge outdoor signage
5. Company matters
  - 5.1 Directors
  - 5.2 Bank account
  - 5.4 Operating Agreement
  - 5.6 Levy payment update
  - 5.7 Email newsletter
6. BID Project Manager
  - 6.1 Start date / handover
  - 6.2 Pension contribution
  - 6.3 IT requirements
7. Progressing project themes
  - 7.1 Improving access and connections
  - 7.2 Promoting and marketing our offer
8. AOB
9. Date of next meeting – Thursday, 30<sup>th</sup> March