

## BID CAMBORNE – 30<sup>th</sup> BOARD MEETING

6pm – 7.30pm Tuesday 19<sup>th</sup> January 2016 in Tyacks, Camborne

### Minutes

**Present:** Alan Butterfield, Fran Lander, George Le Hunte (Chairman), Glynis Charlesworth, Jon Stoneman, Lawrence Pavey, Max Doble, Mel Martin (Manager), Michelle Macklin, Sharron Lipscombe-Manley Mel Richardson (part)

GLeH welcomed Mel Richardson to the meeting who has been appointed to help develop the next BID Camborne BC2)

1. **Apologies** were accepted from Maria Long and Alan Honeybone  
GLeH reported that Malcolm Faull has handed in his resignation as a director of BC due to other commitments. Another business owner at Trevithick Market has shown interest in becoming a director - **GLeH** will meet him
2. **Jon Stoneman**, owner of Cafe Soul in Cross Street and a Camborne Cornwall Councillor, was welcomed as a new director of BC.
3. **Minutes of the board meeting on November 17<sup>th</sup> 2015**  
Proposed by AB, seconded by SL-M, and unanimously agreed that the minutes were a true record of the meeting  
Reference item 5, GLeH advised that the Landlord of Camborne Computers in Cross Street has evicted the tenant and will be refurbishing the property ASAP.  
Reference item 7, a red/orange border has been put around the BC West Briton page to show that the whole page 'belongs' to BC
4. **BID Camborne Renewal (BC2) -**  
MR introduced the process leading to a levy payer ballot in November 2016 for a second BC.  
**Jan to March** – feasibility stage getting feedback on the current BC from Directors and levy payers.  
First BC2 Working Group meeting Feb. 2nd.  
**April to June** – intensive planning stage agreeing any changes to BC area, levy rate, etc, wider consultation leading to draft proposals with costs and Cornwall Council liaison.  
**September to November** – campaign stage with final proposal published, canvassing, and running the ballot  
**December** – end of ballot Thursday 8 December or week before  
**December to March** – assuming a positive vote, establishing BC2 (less complicated than BC1) but looking at election of Directors, notification of levy payers, issue of bills, new contracts of employment, etc.

**All directors are asked to return a completed survey to MR by Wednesday January 27<sup>th</sup>.**

### 5. **Financial Report**

Mel presented the following:-

#### **5.1 Current financial position**

**Levy Collection:** On 1<sup>st</sup> January 2016 CC reported BC levy collection rate as **94.26%** for the year. BC has drawn down £100,000 plus VAT to date and there is **£19,780.78** still in CC's account to be drawn down by year end (plus VAT of 20%). This will be drawn down in February.

CC wishes to close down this year by end of January. There is some work to do on write offs and account queries through the Financial WG.

## **5.2 Companies House return & Corporation Tax**

Companies House Return Is due on 3<sup>rd</sup> February 2016. Information has been supplied to BC accountants who will file online.

As BC is not for profit, Corporation Tax is only paid on non-levy income generated on items such as interest. £47.40 was paid in October.

The next company VAT period ends on 31<sup>st</sup> January 2016.

## **5.3 New project budget approvals**

The following new budget approvals were discussed and agreed at the December Marketing Working Group:-

Edition 4 of the Camborne Visitor Guide	£3,000
PR support February – April (SBPR and WB Page)	£3,000
The Man Engine Event (agreed £3k from 2016/17)	£3,000
Spring (Trevithick Day) bunting	£4,000
<b>Total</b>	<b>£13,000</b>

Proposed by GLeH, seconded by JS, and unanimously agreed that the budgets be approved

## **5.4 Year 5 outline project budget.**

Work has started on the Year 5 project budget. It will be reviewed on March 1<sup>st</sup> by the Financial Working Group and then the March 2016 board meeting.

### **6. Christmas Working Group Meeting on Monday 7<sup>th</sup> December**

Proposed by SL-M, seconded by FL, and unanimously agreed that the minutes were a true record of the meeting

Christmas Lights Switch On will be on Saturday November 26th, 2016.

It was agreed to consider Christmas Eve for free parking in Rosewarne car park

GLeH and MM will be meeting Matt Taylor, owner of L & T, when he visits Camborne on February 11th

### **7. Marketing Working Group meeting on Monday 14<sup>th</sup> December**

Proposed by LP, seconded by MD, and unanimously agreed that the minutes were a true record of the meeting.

Directors were asked to include the Camborne logo within their businesses. There will be easier access on the website to the Camborne logo and instructions on how to use it - **Mel**

## **Trevithick Day**

Following a letter from CTC requesting BC to help fund Trevithick Day, GLeH has responded listing all that BC has done since BC was formed, and is currently doing so that all Town Councillors appreciate what BC does to support Trevithick Day.

BC receives little information about Trevithick Day and directors were asked to feed back anything they hear so that all BC levy payers can be informed.

### **8. Rosewarne Toilets Options paper**

MM presented the options paper on Rosewarne toilets listing all that BC has done in order to encourage CTC to maintain the toilets open from April 2016. All actions were approved.

It was also agreed to ask BC levy payers, via the February Newsletter that goes to all levy payers with the bills in March, if they would like BC to pay to maintain the toilets open in BC2 - **Mel**

### **9. Festival of Engineering & the Man Engine Events -**

Reference the papers on these proposed events, it was agreed that BC will fully support them to add new visitor attractions to Camborne

10. **Next BC board meeting is on Tuesday 15<sup>th</sup> March 2016 at Tyacks**

Mel Martin  
26.01.16