

BID CAMBORNE – 36th BOARD MEETING

6pm Tuesday 17th January 2017 in Tyacks

Minutes

Present: Alan Butterfield, George Le Hunte (Chairman), Maria Long, Michelle Macklin, Max Doble, Mel Martin (Manager), Sharron Lipscombe-Manley, Wayne Richens,

1. **Apologies received from:** Nigel Bawden, Jon Stoneman, Lawrence Pavey

2. **Minutes of the November 2016 board meeting**

Item 6 still to be actioned - Mel

Proposed by AB, seconded by WR, and agreed by all to be a true record of the meeting

3. **Company Financial Position**

1. **BID Camborne has the following monies to hand for Year 5 today:-**

Current Account	£6510.29
Savings Account	£23019.73
Credit Card	-(£35)
Total	£29,495.02

£3553.10 not drawn down from Cornwall Council. The BC levy collection rate is 94.63%

2. **Budget change recommendations till end March 2017**

1. **Promotion of Camborne:** Sue Bradbury PR retainer and West Briton page are on hold. PR will be reviewed for BC2

2. **Social Media & Town Website:** Chantelle's hours have been reduced slightly for January to March

3. **The following 2016/2017 project budget headings were put forward for closure & balance transfer to General Projects Fund:-**

(1) Christmas Lights	£2778.60
(2) Christmas Tree	£279.06
(3) Free Parking	£22.00
(4) Christmas Switch on	£2725.60
(5) Christmas in Camborne Guide	£288.36
(6) Total to General Projects	£6093.62

4. **New Project Budget proposal** is to produce Edition 5 of the Camborne Town Guide. £7,000 to be allocated to cover design, printing and distribution costs.

5. **Membership of BIDs UK** will not be renewed, nor membership considered for the Association of TCMs and Revive & Thrive, until there is a better understanding of their role to help BC. Apart from renewal training, BIDs UK has offered very little to assist BC. **Mel** to action

All the above was proposed by SL-M, seconded by AB, and agreed by all present

3. **Levy payment term and Business Rate re-valuations**

1. **Levy invoice payment terms** are being requested to change from 14 days to 30 days notice from February 2017.

2. **Business rate re-valuations** and the impact of the new 2017 business rates charges impact on BC are still being investigated - **Mel**

4. **Starting a Company pension scheme registration:**

As BC is a company for the next 5 years it must have a company pension scheme.

This will incur some costs. **Mel** is starting to set this up. WR suggested that Tim, of Cornwall Payroll Co, may be a good company to manage the scheme

The date for next Financial Working Group meeting is 21st February 2017, at 5.30pm in the BC office. SLM to speak to NB re any interest in joining this group.

4. **Christmas in Camborne 2016 /2017**

1. Future of the Christmas Tree

Mel presented the following options:

Option 1 – keeping the existing artificial tree (all ex VAT)

Lumalite one off cost for tree **£3,500**. Lumalite are pressing for a decision by end of January. If we want to delay till March – may need to cover storage cost of £360

Storage (annual) £2080 confirmed

Installation (annual) £700 confirmed

Refurbishment (annual) £500 estimate

Total (annual) £3280

Option 2 – investigate options for real tree (Kehelland Trust and Trevaskis Farm grow Christmas trees)

Option 3 – Something different eg laser lights in Square

Option 4 – include a tree with the Christmas lights tender

Option 5 – no Christmas tree in Camborne – agreed by all not to be an option.

Following discussion on many issues, and differences of opinion, it was agreed that more information and costing is required on options 2, 3 and 4 before a decision is made - **Mel** to obtain detail for the next Christmas WG meeting on Feb. 6th and a decision to be made at the March 21st board meeting

2. Christmas Lights

1. **A brief will be created for light suppliers** to tender for BC2 Christmas lights - including the current supplier L&T – **Mel** to create brief to be sent out in February.

2. **Switch on event** ideas requested from all – maybe a Trevithick theme – Kernow King has been approached to work with BC. It was agreed important to engage the community in the Switch On.

It was agreed to make Christmas in Camborne a traditional Christmas event using the latest lighting technology

The date for next Christmas WG meeting is Monday 6th February, 2017, at 5.30pm in the BC office

5. Other topics

1. It was agreed to donate all the black and gold bunting to the Trevithick Day committee - **Mel**

2. It was agreed to sell spare summer bunting to a care home that wishes to purchase some but store the bulk in case required at a future date - **Mel**

3. It was agreed to link Go-Euro to the Camborne Town website for £100 per annum. A policy document will be created for such external business/organisations wishing to link to the Camborne Town website – **Mel**

4. Springboard is a company that quarterly publishes the number of empty business properties in towns. It was agreed that BC provides Springboard with the quarterly figures in the BC area – **Mel**

5. It was agreed that the new BC Summer Guide includes a list of all levy payers colour coding them in the business sectors as shown on the BC town maps – **Mel**

6. The next hard copy newsletter, including the outline budget for year 1 of BC2, will be published in February to go with the 2017 levy bills. **Mel** to email the draft to directors. Post meeting note: This needs to be completed by 16th February.

6. BID Camborne – Camborne Can Do More 2017 – 2022

To ensure a robust structure of the company going into BC2, it was agreed that a Governance Working Group consisting of AB, GLeH, MR, SL-M, WR meet to discuss staffing, BC directors, Articles of Association, Operating Agreement, baselines with Cornwall Council, Camborne Town Council and the Police, plus the project plan and budget for 2017/2018 – **Mel** to arrange meeting date

George advised that, having been chairman of the BC steering group and the BC company for 7 years, he will be standing down as chairman for BC2 but will remain a BC director representing Camborne Chamber of Commerce.

He invited any BC director to put their name forward by the end of January to be chairman for BC2 - **All**

7. Other business

MD advised the meeting of the franchising of the post office in Chapel Street and the development plans for the top of East Hill consisting of a Travelodge, KFC and Costa. MD also asked about a summer event and was advised that no plans yet, but it is part of our second term work programme.

The next Board meeting is on **Tuesday 21st March 2017, 6pm at Tyacks**

Mel Martin
20.01.17