

BID CAMBORNE – 37th BOARD MEETING

6pm Tuesday 21st March 2017 in Tyacks

Minutes

Present: George Le Hunte (Chairman), Lawrence Pavey, Maria Long, Max Doble, Mel Martin (Manager), Nigel Bawden, Sharron Lipscombe-Manley,

1. **Apologies accepted from:** Alan Butterfield, Jon Stoneman, Michelle Macklin, Wayne Richens

2. **Minutes of meeting on January 17, 2017**

Proposed by NB, seconded by SL-M, and agreed by all to be a true record of the meeting

2. The procedure for reporting issues with Rest Room toilets will be brought up at a meeting with the Town Council on Wednesday 29th March at 2pm at CTC. **Mel**

3.4. Tim of Cornwall Payroll Co. was not used to set up the pension scheme as our accountant is working with another company who matched the price. Our company pension scheme will be with The People's Pension.

3. **Financial Working Group – 21st February 2017**

1) 2a Jon Stoneman kindly gave BC a grant of £304.55 from his Cornwall Councillor Community Chest to be used towards the BC Edition 5 Town Guide.

1i) Prioritising and allocating some project budgets for Can do More

Proposed by NB, seconded by LP, and agreed by all, that the following budgets are allocated for project work that may be required during May 2017, prior to the next board meeting on 16th May where project budgets will be an agenda item:-

1a Graffiti removal from levy paying businesses	£500
2c Digital Media – website & social media	£2,000

4. **Christmas Working Group - 6th February 2017**

i) The future of the Christmas Tree

Following discussion on all options, it was proposed by NB, seconded by SL-M, and agreed by all, to select Option 3, the 22ft artificial cone tree from L & T who have been supplying the Christmas lights for BC – **Mel** to advise L & T of their appointment and advise Lumalite, and other parties, to take back their tree that has been in storage

ii) The future supplier of Camborne Christmas Lights

Expression of interest email was sent to 8 companies. 3 pulled out at this stage. Tender documentation was sent to the remaining 5 companies. Only L&T completed the tender proposal, the rest not being able to meet the BC requirements within the specified budget The L & T submission is excellent and they are offering to undertake the works for £19,920 per annum.

Proposed by ML, seconded by LP, and agreed by all, that L & T be appointed to provide the Christmas lights for the next 5 years – **Mel** to advise L & T.

Matt Taylor, owner of L & T will visit Camborne on April 26/27 to discuss detail – **Mel** to request an evening meeting and it will be the next Xmas Working Group meeting.

iii) Setting a date for next Christmas Working Group

It has been agreed at the last Christmas Working Group meeting not to have an expensive Switch On event but spread the budget over events on Saturdays from the Switch On up to Christmas. It was agreed to invite the Mayor of Camborne to switch on the lights.

Mel is meeting Claire of Mackerel Sky on March 28th to discuss Christmas event proposals/summer event.

5. Governance Working Group – 28th February 2017

i) Chairs of BC and Working Groups

Proposed by ML, seconded by LP, and agreed by all for the following appointments for BC2 from May 1st, 2017:

Sharron Lipscombe-Manley to be the Chair for BID Camborne

Wayne Richens is currently Vice Chair

George Le Hunte to chair the Financial Working Group

Sharron Lipscombe-Manley to chair the Christmas Working Group

The Vice Chair to chair the Projects Working Group. The BID Chair will take this role if the Vice Chair cannot.

ii) New Directors for BID Camborne

It was agreed by all that Phil Weaver of Nalders Solicitors, and Alan Brookland of Swinton Insurance, be appointed directors of BC – **Mel** to advise them and add to BC director communication lists.

The owner of Sands at the Bank has expressed interest in being a BC director – **George** to contact

iii) CRFC as a Volunteer Member

It was agreed by all that CRFC be appointed a Voluntary Member of BC

Mel is to create a list of proposed Voluntary Members to be discussed at the next BC board meeting - the Conservative Club is to be on the list. Any suggestions are welcome

iv) Proposal for the first Projects Working Group meeting

The purpose a Projects Group meeting is it manage/discuss projects that are not covered by the other Working Groups.

The priority projects for discussion at the first meeting are as follows:

4a Consult with residents and visitors in the summer

2a Town image and profile

3c Tackling anti-social behaviour

Annual Survey of BID Levy payers

The overall project plan will be reviewed plus budget changes to provide a year one 10% contingency fund

This group is open to all Directors for all meetings SL-M, MD and GLeH agreed to attend the first meeting

Proposed date for this meeting is on Tuesday 11th April from 5.30pm in Mel's office - **Mel**

v) Updating various documents

The Operating Agreement and Schedules documents are not yet ready for sign off. Discussions continue via Charlotte Chadwick with Cornwall Council. Prior to signing, they will be shared with the named Governance meeting BC directors - **Mel**

The BC Articles of Association will be updated ready for approval at the BC AGM in September 2017

vi) Proposal to merge Camborne Chamber with BID Camborne

Proposed by LP, seconded by MD, and agreed by all, that BC will take over 'ownership' of Camborne Chamber of Commerce into the BC company based on the following report by GLeH - Vice Chairman of the Chamber.

The history of Camborne Chamber of Commerce

The first meeting of Camborne Chamber of Commerce was in June 1908. Over the 109 years life of the Chamber there were several years when there appears to have been no active Chamber.

In September 2010, Camborne Chamber of Commerce formed a Steering Group to apply to Cornwall Council for Camborne to become a Business Improvement District - to generate funding to be able to do a lot more to promote Camborne.

BID Camborne started in May 2012 with nearly all directors being Chamber members. Most Chamber members are BID Camborne levy paying members.

During the first BID Camborne the Chamber played a more passive role and did not recruit new paying members unless business owners specifically asked to be members of the Chamber. The Chamber continued to publish and distribute the monthly Town Crier. There are currently 60 paying members of the Chamber (subscription £25/year). The number attending Chamber meetings at Tyacks has dwindled – typically 1 to 6 people now attending the monthly meetings.

Chair Glynis Charlesworth will be stepping down from the Chamber due to ill health, George Le Hunte wants to step down as Vice Chair, and treasurer Keith Uren is hoping to retire from his business this year and will retire from the Chamber

Proposal for the future of Camborne Chamber of Commerce:

- 1) Whilst Camborne is a Business Improvement District, Camborne Chamber of Commerce discontinues as a separate organisation
- 2) BID Camborne takes over 'ownership' of the Chamber, with a Chamber custodian on the BID Camborne board – to maintain its identity for match funding and lobbying as and when required.
- 3) The Chamber maintains its identity under BID Camborne with its own bank account managed by BID Camborne.
- 4) BID Camborne continues the Trevithick Day and Christmas shop window competitions.

Notes

- 1) The above proposal was agreed in principle at the Chamber meeting on Thursday March 2nd, 2017, when Glynis & Alan Charlesworth, George Le Hunte, Keith Uren, Sharron Lipscombe-Manley and Trish Bawden were present.
- 2) Under BID Camborne, the Chamber would not hold any separate meetings, would not produce the Town Crier, and would no longer collect Chamber subscriptions. Relevant business information published in the Town Crier would be included in the BID Camborne Newsletters.
- 3) Non-BID Camborne Chamber members could be offered voluntary membership of BID Camborne and/or receive the BID Camborne e-newsletter and attend and BID Camborne open meetings.

George Le Hunte 04.03.17

6. BID Camborne – Projects update

i) Edition 5 of the Town Guide

Cornwall Design & Print are working on the design aiming for sign off on Monday 27th March and delivery on Friday 7th April. Proposing to include a business listing which highlights Camborne Original Businesses (defined as those in Camborne or Cornwall only). GleH, SL-M & NB to review before print – **Mel**

ii) Wesley Chapel ASB project –

At the request of the Police, Mel attended a meeting on 6th March re problems on this site. There are plans to install some new gates. As requested, it was agreed that BC write a letter of support and offer to cash flow the project (as a partner) and we will then claim the VAT.

7. Other business

i) Lawrence is stepping down as a director of BID Camborne – our thanks were expressed to Lawrence on all the work he had done to support BC

ii).Lobbying MP on Industrial Strategy – the Association of Town Centre Managers (ATCM) is asking all UK BIDs to make their MP aware of a meeting on 23rd March in Westminster to involve town centres in industrial strategy. BC has notified George Eustice's office.

- iii) UK BIDs support agency update - tenders for one organisation to be the 'voice' for all UK BIDs are being evaluated on 3rd April in London.
- iv) Ex HSBC building – MD suggested that BC could purchase the building as a BC HQ to promote Camborne/Cornwall. Following discussion it was agreed that BC does not have the manning or financial resources to achieve this

The next BC board meeting is on Tuesday May 16th, 6pm at Tyacks

Mel Martin
04.04.17