



**Minutes of BID CAMBORNE 44<sup>th</sup> BOARD MEETING**  
**Tuesday 15<sup>th</sup> May, 2018 in Tyacks Conference Room**

**FINAL**

**Present:** Sharron Lipscombe-Manley (Chair), Mark Durrance, Colin Smith, Maria Long, Amanda Philcox, Shaun Dalley, Martin Penney (joined meeting at 6.10pm), & Mel Martin (Manager)

- 1. Apologies:** Apologies noted & accepted from Alan Butterfield, Max Doble, & Phil Weaver. Alan Brookland is no longer a Director as Swinton has closed the branch in Camborne.
- 2. Minutes of March Board Meeting**  
Proposed by Colin & seconded by Martin and agreed as a true record of the meeting.
- 3. Notes of Projects Working Group 17<sup>th</sup> April 2018**
  - a) Town Guide Edition 6 – A printers draft was circulated. Delivery is expected on Tuesday 22<sup>nd</sup> May and will be distributed via Publicity South West and locally to businesses.
  - b) Town website – We have had verbal confirmation that a BIG2 grant of £2.5 secured. Work can only start when offer letter arrives.
  - c) Plastic Free Project
    1. Signing the Surfers Against Sewage (SAS) Community Leader agreement for one year to be completed and signed (May 18) **Mel**. More information required on what SAS will use the money for before a £50 donation can be made **Mel**
    2. Presenting to Camborne Town Council – 14th June 2018 at 6.30pm – **Mel & Sharron**. **All Directors** are welcome to attend. **Mel** to confirm venue when notified.
    3. Recruiting 12 Businesses to replace 3 x single use plastic items. Recruited so far are- Apollo Bingo, Aqua-Tique, Delight 2 Bite, Chapel Street Boutique, Dylans Bear Necessities, Marts, Sands at the Bank. Post meeting notes Scallywags & the Produce Market also wish to join. **Mel** will visit businesses expressing interest w/c 21<sup>st</sup> May to work out the next steps.
    4. Plastic Free Rallies can be in town. The plan to partner with the Green Team via Regeneration Forum was agreed. **Mel**  
A litter issue in Mitchel Lane was discussed and needs reporting. **ALL**
    5. Group meeting of Stakeholders – this will be planned for early 2019. Form not yet agreed. **Mel**
  - d) Update on Promotional Proposal 2 options for appointing Sue Bradbury PR were presented and discussed. Option 1 was chosen to run from May to September. **Mel**. The discussion suggested making more use of Sponsored adverts on FB, making more use of Instagram and looking at what is effective with younger people. **Mel**
  - e) Safer Camborne Launched on 19<sup>th</sup> April. At the meeting it did appear that both Pubwatch and Shopwatch would be included in the delivery plan, but nothing has been received to date.  
2 suggestions to take to the next meeting – ‘safer places or zones’ (where sanctuary can be sought) & more community support contact information for the town

businesses. Some businesses do support other businesses (eg Qprint) when there are issues in town

Notes of 17<sup>th</sup> April projects working group meeting were proposed Colin, seconded by Sharron & agreed as a true record of the meeting.

#### 4. Christmas 2018

- i) Next working group meeting date was agreed as Tuesday 5<sup>th</sup> June at 5.30pm. ALL
- ii) The Tree – Sponsorship was suggested. An option has been put forward. 3 quotes will be sought and public / sponsor engagement with the tree selection is thought a good idea. **Mel.** Plastic baubles for the wishing tree need re-thinking and the fencing needs consideration **Mel/ All. Mel** to ask CTC where the Church Trees came from.
- iii) Lights - Post meeting note Matt from L&T is suggesting 3 meeting dates:- Wednesday 13th June 2018 – 17:30, Thursday 14th June 2018 – 17:30 or Tuesday 19th June 2018 – 17:30. Mel will circulate the options to the group. **Mel**
- iv) Switch on Day is 24<sup>th</sup> November 2018 at 5pm. All

#### 5. Financial Update

- ii) An update on the financial position for Year 1 and Year 2 was given.
- iii) Producing the Stat Accounts for Year 1 Work on this will start at the end of May 18. A draft can be discussed at June Financial Working Group. **Mel**
- iv) Draft Year 2 budget was presented. This will be used as the working budget. Final budget to be agreed at July board when final year 1 figures are known. **Mel / ALL**
- v) Resourcing the Company A massive ‘thankyou’ to those Directors who took the time to complete the form. It is much appreciated. Changes being implemented:- Chantelle is going to minute Christmas WG, visit new businesses as they come through on changes, compile the Christmas events listing & cover Mel whilst on leave. Appointment letter to be done. **Mel** Mel is going to work up to 3 hours per week overtime to do board minutes, projects WG minutes etc. There will be no contract variation at this stage and overtime will not accrue additional leave. Still to sort (but may be OK within additional hours with some Director support). – recruiting new Directors/ voluntary bill payers/ guide & newsletter distribution.
- vi) Allocating some project budgets for Year 2. The following budget allocations were proposed by Shaun, seconded by Colin and awarded on unanimous vote:-

i) 110 Raising Standards of Cleanliness	£500 (for any plastic free spends)
ii) 130 Street Dressing & Signage	£300 (for welcome maps)
iii) 160 Vacant premises displays	£500 (agent consultation)
iv) 170 Improve unloved parts of Trelo Street	£500 (agent consultation)
v) 210 Town Image & Profile	£5,000 (Chantelle & PR)
vi) 230 Digital Media	£7.000 (Chantelle & web project)
vii) 330 Shopwatch & Pubwatch	£500 (Chantelle etc)

#### 6. Governance Issues for BID Camborne

- i) Recruiting new Directors for Class B – the company currently has one Class B Director Vacancy. **Mel** to drop forms to Colin and Sharron.

ii) What to do with Volunteer Director vacancies (Class C) - nothing in the short term. We will look to amend the articles to remove the specific 'Class C' prior to this AGM.

**Mel/ ALL**

iii) Presenting to Camborne Town Council on 14<sup>th</sup> June (Class A) – this meeting should resolve how to proceed with this. **ALL**

iv) Updating the Articles of Association – needs to be done prior to our AGM.

v) Setting the date of AGM (full Director elections) – will be **18<sup>th</sup> September 2018**. **ALL**

vi) GDPR changes – effective from 25<sup>th</sup> May. **Mel** to work on this next week. Likely to be a special edition e-newsletter as well as policies for Director paperwork etc.

## **7. Other business**

Camborne Conservatives (John Herd & John Morgan) wish to be more involved with BID Camborne. **Mel** to get contact details from **Maria**.

Directors photo session will take place prior to July board. **ALL**

## **8. The next board meeting is on Tuesday 17<sup>th</sup> July 2018 from 6pm in Tyacks**

Mel Martin 21.05.18