



**1. Attendees** Phillip Heath, Alison Meadows, Phil Collier, Cindy Daltoni, ,Rebecca Jones

**Apologies** Simon Craig (Chair), Sandra Collings, Stephen Leonard, Nathan Morrow, Robert Hope, Kieran Hart.

### Resignation

Lynn Beach, Owain Milne, Shabama Azib (Moved location)

### Quorum

Due to attendance a full meeting cannot be held, as decisions cannot be made as there are not enough directors to meet quorum.



Cindy asked the two other directors present, if they still wanted to review things, to which they agreed.

Recommendation to Simon – that another board meeting be held before October meeting date.

The board members in attendance felt that points should be reviewed, to see if anything could be moved on.

## 2. Reviewing last actions

Board reviewed the actions from the previous minutes –

Chris Harrison's details to be sent to Cindy and Steve – Done.

Digital Marketing – Information showed that the offer was not local to the area. **Action – Carry over to see if David Mckendry can do sessions in the area.**

Graphic Designer – Now in place, 3 month retainer to be reviewed. Consistent approach across the website, promotional posters etc.

Signs – Alison gave an update from Kieran. Still need to review and provide written comments. Phil C has a meeting with Kieran 4<sup>th</sup> October, Tom to attend as well.

Love Barrow meeting – **Action, Simon to provide an**

**update.**

Footfall – How can we show what events BID have organised have aided the town, so that information can be taken back to levy payers. **ACTION – Phil C to talk to Kendal and Lancaster BID's to ask how they monitor success of events held.**

Map – How can we make ours eye catching? Current maps available are a basic block plan. Naomi needs the brief to see what can be created. Barrow's iconic buildings?

Communication with levy payers – Using High rise, Phil C starting to input all the contact details and populate. **Action – Phil C to continue.**

Carpark area land ownership – Alison updated that the land was owned by BBC and they were willing to work with BID to move it forward. BBC do have a small amount of money. **Action – to be discussed at next full meeting.**

Semi- permanent signage for advertising free car parking

– consistent approach

-More professional approach

- Lasts longer than the paper print

Phil C showed some designs that Naomi has created for free car parking and Sunday open day.

Free to P after 3 – **Action – Tom to send his free to P after 3 design, so that Phil C can send to Naomi for consistent approach to designs.**

### **3.BID Managers report**

Phil C went through the BID manager's report – see attached.

Pop up shop – Owner agreed **Action – Phil C will pull together a formal report for the board.**

Banners – Alison updated that Cumbria Highways would have to give permission. Public Liability would also be needed. Need to know exactly how many brackets and what would they be advertising? Whole Town Centre – fine, One business – would be a no. **Action – Phil C & Tom to discuss with Kieran at Oct 4<sup>th</sup> Meeting.**

Phil C has talked with Phil Huck about banners, looks like we won't be able to turn around for this event, but if BID pulled together a protocol for what would be needed (especially with Christmas trees). Tom

asked what the protocol was with regards to advertising trailers etc. **Action – Phil C and Tom to discuss with Kieran at Oct 4<sup>th</sup> Meeting. Make a list of where banners/trailers are so that permission can be confirmed.**

**Action – Phil C to also ask Kieran what the time frame is for plastic fencing to be moved from outside the House of Lords, as it's all blown over and scattered in the bad weather.**

#### 4. Event sub group report

Phil C went through the events sub group report. Concerns as some actions belonged to Lynn, who has now resigned.

Pumpkin Parade – Carving to happen at unit by indoor market. **Action – Phil C to contact college to see if any students would be available to dress the room.**

Pantomime – Local production being planned in Bar Five. **Action – Phil H to pass contact details onto Phil C.**

Carollers – **Action Rebecca to pass contact details onto Phil C for KS Musicals (Done Katherine Parkinson 07732068830).**

Christmas lights – Beth Horan has been in contact regarding a meeting. **Action – Phil C to contact Sandra and Rob as remaining event sub group members to see when they are free.**

Social Media – Two individuals have shown strong strengths. However due to members not meeting quorum, no decision can be made tonight. Tom requested that the decision vote process be open –

i.e. TOM BURROWS  YES

NO

ABSTAIN

Rather than, 75% voted yes, 25% voted no.

Jacqui Armstrong – email asking of a similar crafting event will be hosted in the future, and if so can it be held in the market. Have crafting groups/Stall holders willing to host activities. **Action – Phil C to respond that nothing is currently planned, apart from Pumpkin event but we will keep them in mind for the future.**

#### 5. Conflict of interest

To be discussed at next full meeting. Awareness needs to be held, as to how director's involvement can be perceived. Ethical conduct, full transparency.

**Action – Add to next meeting's agenda.**

**6. Resignations**

Issues were discussed, so that Cindy could take them on board and discuss with Simon on his return.

**7. Date of next meeting**

Next full meeting will be Tuesday 10<sup>th</sup> October 2017.  
17:30pm at the Railway.

