



1. Attendees Simon Craig (Chair), Alison Meadows, Phil Collier, Stephen Leonard, Cindy Daltoni, Nathan Morrow, Rebecca Jones, Kieran Hart

Apologies Phil Heath, Thomas Burrow

Non-Attendance Sandra Collings, Robert Hope

2. Minutes of previous meeting Everyone agreed last meetings minutes and agreed to review the action list.

3. Reviewing last actions

Business directory info – Phil still waiting for 4 people to reply.

Tom

Phil H

Sandra

Rob

ACTION – Can all please reply with info a.s.a.p

Free to P artwork from Tom to Phil C – Outstanding action. **ACTION – Phil C to email.**

Christmas lights – Agenda item

List of empty properties – see BID Managers report.

Formal report, on Kendal pop up shop – Outstanding action. **ACTION – Phil C to complete this report before next board meeting.**

Board feel that this has been discussed many times,

ACTION TO BE COMPLETED – 

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and is it worth BID to get after as if it's offered as a start up business, there would be no further opportunity at the end of the scheme. Need to look at what Kendal and others do to finalise decision.

AGM Invitation – Stephen went through the invitation layout. Stephen also went through the procedure for retiring members and any new nominee for a board position.

AGM notice to go to all BID members, which currently stands at 40. Notice and AGM to be posted on the website. **ACTION – Phil C to draft something and arrange for it to be posted on website.**

Membership criteria to also go on website.

ACTION – Phil C

Voluntary membership application also needed

.ACTION – Phil C to look at.

Stephen has reviewed the articles and is proposing some changes to give more clarification.

The board all agreed to these changes. **ACTION – Stephen to update, then Phil C will send out to all BID members the AGM notice and proposed article amendments.**

Kendal and Lancaster footfall – Lancaster use Springboard – more expensive but allows them to pinpoint results when needed.

Kendal – Rely on updates from the council, not reliable figures but suits their needs.

Rob Dunphy working on some new software may be worth linking in.

Next footfall count to be Nov to avoid events.

ACTION – Phil C to meet with Rob Dunphy. Phil C will notify board of the date so a director can also attend.

Glossy's – Brochure pack instead of a booklet. That way if information changes only one insert needs changing, rather than the whole thing. **ACTION – Phil C to see what is currently available that BID can add to. Selection of what's available to be brought to**

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next board meeting, 7th November, one week before AGM.

“Footslog” update – Still ongoing. **ACTION – Phil C to continue.**

Playdale – Alison raised a concern, that the land suggested was owned by the council. Also had the board thought of the following –

Is it the right location for a playground -pub, toilets, McDonalds all nearby.

Who would maintain Playdales equipment?

What is the need for that area?

Consultation needed – what do people want to see in that area?

As Sandra has not attended this meeting, there is no further update. **ACTION – Sandra to update at next meeting.**

Heritage trail – Cindy updated that the heritage trail meeting went well and they were interested in the vinyls. Possibility to add a competition on the back of the trails.

ACTION – Cindy and Phil C to meet at the end of November again and discuss/walk some of the trails.

Signs – Alison updated the board – Northern Rail has agreed to contribute some signage at the station with BID. **ACTION – Phil C to arrange meeting with Dawn McGough.**

4. Financial Report

See attached.

Review of business to be added to AGM Financial Report. **ACTION – Stephen to add.**

5. BID Managers report

See attached.

Website – Calendar of events - can we have a list of events, as well as the calendar?

ACTION – Phil C to ask Naomi.

Board members need to provide photos, also to be

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put in order i.e. Chair, Vice Chair, and Treasurer etc.
Photos – Use shop fronts as main pics rather than the inside shots.

ACTION – All outstanding photos of board members must be provided. Email to Phil C so they can be passed onto Naomi.

ACTION – Phil C to see Naomi about Photo order changes and shop front images.

The board agreed the press release for the website.

Pumpkin Competition – to move to Forum 28.
200 battery tea lights have been purchased.
Prizes - £50 vouchers for each age group, for business of choice in BID area.

Decorating the venue – M&S staff will complete.
Parade – Route to be finalised. End at the Town Hall, trick on the Mayor.

Judging Panel – Mayor and Mayoress
Love Barrow team

Trick – Gunge machine, stocks?

ACTION – Prizes to be advertised, also route and change of venue.

Rebecca to plan and purchase decorations - £100 budget.

Phil C to speak to potential judges and the Mayor to agree involvement.

Phil C to provide Rebecca with detailed brief of what has been arranged, timings, people etc, to allow her to run event on day.

Kieran then asked if we were giving an entry prize to all, and kindly donated vouchers –

7-under – Playzone voucher

Over 7's – laser zone

Board all agreed to accept this donation and for logos to be used on social media posts.

Website – Windmill have sent through some website maintenance costing. Board reviewed the options, and at present option 2 seems the better option. £40

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a month. The board all agreed with option 2.

ACTION – Cindy will contact Naomi and let her know, and will request an annual invoice.

Town centre signs – Agreed with Cumbria County Council – 3 stages, look at launching next February. BID also going to pull together some sign costing.

ACTION – Phil C and Tom to have costing for December’s meeting.

Street Angels – Go live Saturday night with their BID sponsored jackets. **ACTION – Phil C to arrange a handover photo and editorial.**

6. Events

Beth Horan update – light switch on is a non profit event. Money raised goes into running it.

Would want of BID sponsored – £2000 for security, fencing, insurance and marshalling.

The board agreed, on condition that the invoices for these costs were sent to BID, for BID to pay directly.

ACTION – Simon to contact Beth regarding invoices.

Simon asked the board ‘should we be supporting the Christmas light switch on?’

The board said yes, as long as all invoices were paid direct.

ACTION – Simon will talk with Beth.

Beth Horan going to provide costing for other potential events – Search for a star

ACTION – Phil ensure the board have costing for next meeting.

Glass slipper – Will be using the prop from the Panto company.

Launch 18th November ends Sunday 10th December.

Cinderella and Buttons will be doing the light switch on and will launch the glass slipper competition.

If costing right, Phil C will link Beth Horan to the Pantomime links. **ACTION – Phil C to follow up.**

7. Legal signage/advertising

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Simon read out Tom’s report and showed photo’s

that Tom had taken. Tom has also been able to update Kieran (CCC) with the photos. Need to make this a Love Barrow Town Centre issue, as all the right people are in attendance with that group.

ACTION- Simon to take to the next LBTC meeting.

8. A.O.B

AGM Prep – Confirm further on Nov 7th Meeting.

Shop front grant scheme – Scheme closed end of February 2017. Applications put in before the end of Feb remained as pending and are being worked through.

Can BID help reinstate a similar scheme for the future? – Remaining funds were given to BID by BBC to do something to aid the Town Centre.

Suggestion – set a cap of £2.5k that people could apply for. Would need to adhere to similar rules of the BBC scheme. Everything has to be run through planning committees, which BID has no control over.

ACTION – Phil C to arrange meeting with Phil Huck BBC to see if there is plausibility to reopen the scheme with the remaining money.

Letter from Tom – Simon read a letter from Tom to the board.

9. Next meeting

Tuesday 7th November 5:30pm at the Railway.
Then AGM 14th November.

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