

Attendees: Simon Craig (Chair), Paula Moore (Minute taker), Jeff Dandy, Sandra Collings, Philip Heath, Bill Johnston, Owain Miln, Stephen Metcalfe, Jonathon Hartley, Thomas Burrow, Chris Kolek

Apologies: Rob Dunphy

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| 1. Minutes of previous meeting | This is the first meeting for the appointed Board of Directors |
| 2. Matters arising | As listed on the agenda. Point 2 Election of Officers:
Agreed by unanimous decision the following appointments:

Simon Craig (Chair)
Jeff Dandy (Vice Chair)
Stephen Metcalfe (Treasurer)
Paula Moore (Minute Secretary) |
| 3. Appointment of Local Authority representation (1 x Director) | Simon will write formally to the Local Authority Chief Executive inviting them to join the board as 1 Director. |
| 4. Appointment of Financial & Professional representation (2 x Director) | Simon will approach |
| 5. Appointment of the Board-nominated representation (2 x Directors) | Agreed by unanimous decision, the Stephen Metcalfe will contact and invite Zoe Guest from St Mary's hospice. Should she accept the Directorship administration is to be completed by the next meeting. |

The 2nd post will be held for later discussion

6. Attendance Rules

It was agreed by unanimous decision that on commencement of the meetings becoming bi-monthly. Should a Board Director fail to attend 3 consecutive meetings, directorship will be reviewed by the board. There will be considerations for mitigating circumstances.

7. Articles of Association Sign-Off

Chris Kolek gave clarity of the Articles of Association for the Barrow BID Company. The Articles are rules/expectations of a Director. If they are changes the Barrow BID Company must update Company's House. [These also are to be posted on the Barrow BID Website.](#)

Each Director is limited by guarantee for a value of £1.

The Articles of Association are set out by Company's House and have been added to for specific BID needs. The red areas are additions bespoke to the Barrow BID Company.

[Discussion point 11\(2\) in the Articles of Association concluded an amendment would be made to increase the quorum of 2 to 4. The amendment would need to be made before submitting to Company's House.](#)

Point 23 in the Articles of Association. The Board can decide the levy for Voluntary members.

Members must always complete a membership form. It will be good practice to ensure there are copies available at all AGM's. [The form is to be added to the website for download access.](#)

The Company's Act 2006 requires by law that the register of members is kept up to date. [Chris Kolek will issue the initial register.](#)

8. Appointment of BID Manager

Simon distributed job description to the board for review. Simon to amend the essential and desirable specifications and remove “Barrow” from the specification “knowledge of the Barrow BID” to read, “Knowledge of BIDs”.

It was agreed that we will follow the following recruitment process:

- Advertise
- Interview all suitable candidates
- 2nd interview if the interviewers agree necessary
- Appoint by 5th September if a suitable candidate is successful

Interviewers will be: Jeff Dandy, Sandra Collings and Owain Miln.

Closing date will be 20th August 2016 and interviews will take place approximately 20th August 2016 – 1st September 2016.

Bill Johnston will create the advert for the BID Manager and the advertising strategy. Applications to tender to the BID website.

Chris Kolek to forward applications to the interviewers.

Simon will issue to final job description by 20th July 2016.

9. Revisit BID finances

Stephen Metcalfe will look into finding a suitable bank and manage transfer of residual funds from the Steering Group Account to the BID account. The Barrow BID Company needs to register for VAT as soon as live.

Agreed by all Directors a pool of 4 signatories is required and 2 signatories per transaction. Once set up, the Barrow BID Company enters into a legal agreement with the Barrow Borough Council to collect the levy into a Revenue Account. This agreement needs to be signed.

- 10. Footfall Counts** Chris Kolek to issue footfall figures to the Board once the mid-week count is completed.
Barrow Borough Council to be requested by Simon to issue the car park ticket volume report for comparison, to assist Healthy High Streets.
- 11. Healthy High Streets (HSS)** Barrow BID has been accepted into Healthy High Streets Plan. With objectives to increase footfall by 20%, decrease empty units by 10%, increase jobs by 5% and support marketing by supplying business leads and contacts. Board Directors are invited to attend and Engagement meeting on 30th August 2016. HHS will walk the town to identify opportunities and suggest where they can work in partnership with the BID. Their KPI's are aligned with our business plan. [Simon will issue all footfall counts to HHS.](#) There is a newsletter available from Simon that details other benefits of the scheme.
- 12. Christmas Lights 2016** Awaiting decision of funds required.
- 13. AOB** The Barrow BID Company's temporary address is
C/O Heaths
76 Dalton Road
Barrow-In-Furness
LA14 1JE
- 14. Date of Next Meeting** 23rd August 2016
10:30am
Debenhams Conference Room
1st Floor
Report to Click and Collect Desk