

Barrow Business Improvement District
Tuesday 13th August 2019
Minutes of
Board of Directors Meeting
Custom House
Barrow-in-Furness.



Attendees Phil Heath, Kieron Hart, Rebecca Jones, Sandra Collings, Sam Hughes, Colin Garnett, Allan Kerr, Stephen Leonard, Paul Hodgson, Kay Bower

Apologies Simon Craig (Holiday)

1. Finance

See attached report.

Action - Stephen is going to complete a report for final spend on the Soap Box.

Festival of Transport came in under budget.

Outstanding money owed to us. **Action – Becks to send Colin and Paul invoices for chase up.**

2. Communication

Complaint received from Shot@ Photography. Paul went over the letter received with the board. Colin has invited them to the events meeting on the 15th August. The letter shows that we still have issues regarding communication with the levy payers. Reviewed how we have been handling other comments via Social Media. Colin has been in contact with a member of the public who has made a complaint.

Meeting on Thursday will hopefully allow for questions to be asked.

Reminder as a board member, please don't give out any personal details for other board members.

Levy bills and summons etc have been sent out by the Council. Some levy payers have contacted the Council and they have been given Colin's details. Stephen has been in contact with Robert Killip to reiterate that the council need to be dealing with these

complaints/queries. As no board member or Manager can sort any bill issues, bailiff issues etc.

3. What is BID? – Town Centre Engagement day

Shown that we still have a communication problem. However, we now have a gazebo, do we trial spending some time in town, being present and answering questions from levy payers and members of the public.

Can link in with the Highstreet Competition and help people vote for the Town Centre.

Action – Paul to send out some proposed dates.

4. Projects

Pedestrian signs – Still looking at the Railway station and top of Portland Walk. **Action – Colin to get quotes.**

Bins – Colin spoke to Street care team, said BID weren't keen on the advertising panel bins. Spoke to County Council and they are happy for bins to be replaced. Conversation needs to go higher regarding the recycling bins.

Action – Colin to continue follow up and also to ask why the recycling area was removed from Fell Street.

Light Boxes – Currently on back burner. **Action – Colin to update further in September.**

Urban Regeneration – Outdoor market removed and pavement made good. Power points added. Working with BBC (Barrow Borough Council) r.e. plans for moving the area forward.

Christmas lights – All been ordered now, along with projector for images to go on the Town Hall.

FOT and Soapbox Review meetings – Feedback being collated by Colin and this can then be used for next years events.

5. Comedy Festival

Adverts and events now set up. Need to start promoting through Social Media.

Comedy Pub Crawl is different to what the board thought it was going to be. This has changed due to the complicated logistics and the added costs of having to provide an MC and a PA for each venue. Now the patrons will move around the venues and one MC will guide them to the other venues.

Forum event – we need to sell 50% of tickets to break even. £427 to hire as it's a Charity event, optimistic that we will fill it.

Forum to show some family friendly comedy films on the Saturday and it looks like they are happy to cover the costs.

For the Saturday day – 2 x Street Entertainers confirmed and 2 x waiting confirmation, depending on budget. Also, potential to get local amateurs to do things in the Town. Consensus is that at present the board didn't think the link between the evening and day was there. Feels like some of the ideas could be a year 2/3 event and aim for more of a Fringe Festival event.

For this year look at running family friendly events within the Town Centre. **Action – Board to send potential venues that are Child friendly to Sam.**

6. Christmas Programme

Light switch on 23rd November.

Santa Dash with Hospice and Rotary during the day. BBC have agreed a rolling road closure. Now has a Town Centre Route.

Street Entertainers being put in place for the light switch on day.

7th December – Opening weekend for the Holiday Inn, we are looking to work with them. Taylor's fun fair to have some rides in the area. Looking to see if we can get some Xmas Markets, if licensing will allow it.

14th December – Light up the Park. Plan a central meet point in the Town Centre. Hopefully work with Rebel to run some Umbrella workshops, then a procession led by an entertainer up to the Park for the main event.

Christmas Choir Competition like last year. Already sent info out to the schools.

30th November and 21st December – Nothing planned yet.

Does a board member want to be a lead on Xmas events like Paul did for the FOT and Sam for the Comedy festival? – Sandra volunteered.

Action – Christmas meeting to be arranged at September's board meeting.

7. Other events

Dino Day. **Action – Colin to arrange a meeting.**

VE Day – Approached by BBC to see if we could do an event. With our Easter event and Soapbox event it feels like too much on our schedule. Looks like something that BAE should be organising and BID Could support?

- Opportunity for a Shop/Business Window Competition.

Soapbox – Approached by Labour members for a Super Bank Holiday weekend. Trying to pull together a panel of people who want to do events that weekend, that would then coincide with the Soapbox event i.e. Dan Webber, Matt Blackburn.

8. Town Centre Master Plan

Colin hasn't had chance to fully read through the report, but it has been launched.

BID's Programme of Improvement has gone live on the website. Supports the Highstreet Competition criteria as it shows what we've been working on and what we have planned.

9. Cumbria Local Enterprises Funding

Action – Add to September's agenda, as we need more clarity from Simon.

10. Great British Highstreet Competition

We've been recognised as a Rising Star.

Waiting to find out when the judges are coming.

Want them to meet business owners etc. Window Vinyl's need replacing with the new dates. Waiting for quote to come back.

Look at a clean. **Action – Colin to email Zest and C/C Paul in, so he can pick up communication whilst Colin is on holiday.**

11. Advertising opportunities

We have been offered advertising on the Car Park Tickets.

Something to consider going forward, however the board would prefer to discuss more Parking Schemes than advertising. To be discussed further at future meeting.

12. Business Improvement Grant Applications

We've had some successful applications.

Barrow Cars. **Action – Colin to arrange a meeting with them to go through the Criteria.**

- 13. Community Clean** Next cleans are 1st October and 21st November.
Both on Facebook page
- 14. Multi-Storey Car Park closure** Free after 3pm moved to Oldham Street whilst the Multi-Storey is under renovation.
- 15. FEDF Board Meeting** 20th September – Colin will attend.
- 16. Simon's role after M&S closure** M&S closes in April and therefore Simon will be resigning from the Chair Role. Need to put a timeframe in place for handover. Simon has also said that he is still keen to be involved with the BID. Inline with the articles, he can stay as a Director until M&S closes – M&S will still be a levy payer until August 2020 and therefore can still be a member. Do the board still want him as a director?
Or
Do they want him as a special advisor due to his experience but he holds no voting right?
A levy paying business can nominate him as a representative. Decision needs to be made as to whether it's a formal or informal role. Final decision doesn't need to be made until M&S stops being a levy payer. Any decision would need to be explained at the AGM.
Directors decide on the Chairman, not the AGM, but logical to announce.
The board agreed that they still wanted Simon's involvement.
Action – Paul and Stephen to arrange a meeting with Simon on his return.
- 17. Cumbria Tourism** Do we want to be a member? £255 for a Community Membership. Did a lot of work for us with Soapbox and will work with Visit Barrow.
Board voted yes.
Action – Colin to complete.
- 18. AOB** Policy/Procedures – Pulling together something to ensure transparency into our expenditure, so that we ensure we who fairness across businesses and have solid reasons behind our transaction decisions.
Action – Becks and Paul to complete.

Neil Doherty BAE Corporate Responsibility has emailed regarding his son who has just received his degree in marketing and would like to run a voluntary project. Board said yes.

Action – Colin to pull together project ideas and run them past the board before meeting with him.

19. Date of next meeting

10th September, 6pm.