

BID Board Meeting



Location: BID Office, Duke Street
Time/Date – 6.30 pm, Tuesday 9th July 2024

Attendees:, Paul Hodgson PH, Jenny Fazackerley JF, Allan Kerr AK, Kay Kane KK, Emily Baines EB, Neil Hodgson NH and Simon Broadley SB.

1. **Apologies:** Jonny Williams JW, Sandra Collings SC, Melanie Corrie MC and Ashley Holroyd AH.
2. **Review of minutes from last meeting** – these were agreed.
Director changes – JE is leaving his current job at The Entertainer to work for a hotel company with several town centre premises. It was agreed that JE could continue as a Director but representing the accommodation sector instead of the national retail sector. Applications received from 3 people who want to join the Board – Anita from RFM Accountants (financial services), Caleb from Vision Support (charity) and Gary from Rymans (national retailer). It was agreed to arrange interviews with these 3 on 24th/25th July.
3. **Grant Applications – Unity Fest** – due to other funding received the amount of grant money requested would take the event in to profit, so it was agreed to reduce the amount of grant money offered to reflect this.
4. **Social media update** – report not received in time for the meeting. It was suggested that in future the Board should be given a written report on progress rather than just being given statistics, they could then use a traffic light system to monitor future developments.
5. **Barrow Buzz**
 - **App update** – no report available.
 - **Business Awards** – this event is on Friday 12th July. JW has done a very good job on planning and organisation. 80 tickets have been sold so far out of a total of 120.
6. **Community planting/hanging baskets/Cumbria in Bloom judging** – 70 hanging baskets/tubs delivered. 62% increase on last year. Feedback has been positive. Cumbria in Bloom judging is taking place on Thursday to judge the joint work of the BID and the Council. New planters have been installed by the market with 1 more to be put in position on removal of a skip. PH is looking in to the possibility of purchasing a watering trailer to allow the BID to do watering in addition to that provided by the Council contractor.
7. **Review of Board effectiveness and procedures** – JF said that this was to streamline processes as the Board now has more Directors. The Directors were given a handout of expected meeting etiquette. If additional meetings are to be held outside normal meeting times, notice is required and minutes must be taken. Meetings must not be too long. Where actions are ongoing a red/amber/green system should be applied so that Directors can easily see current position and discussions are held only when required.

HR – people management/performance issues – these should initially be discussed with the line manager. It is not appropriate to talk about this at Board meetings and this would be breaking confidentiality. Additionally, multiple Directors need to be independent in case of the need for disciplinary action. It was suggested that a nominated Director could be a point of contact if the issue wasn't resolved by the line manager.

Action tracking using the red/amber/green system will make more efficient use of meeting time. Michelle from Furness Building Society has been giving advice on improving HR procedures with the Board now having more employees. It was suggested that performance related pay/bonuses could be introduced at 6 monthly reviews, with a small bonus payment for employees achieving 3 kpi's and a lesser amount for meeting fewer targets.

8. Event Updates

- **Crazy Golf** – started very busy, but then it poured down with rain. There were no issues and it was agreed to re-book it for next year.
- **Mayor's Fundraiser** – as there is now a new Mayor the original fun run event had to be changed. PH has purchased inflatables – giant dartboard, axe throwing and basketball. These will be used to run taster events with money raised going to the Mayor's charities. The Mayor is happy with this. The BID are also running an internal fundraiser for the Mayor's charities. A giant inflatable shark mouth has been purchased for the soapbox splash zone. Another town council want to hire the inflatable equipment from the BID.
- **FOT** – Saturday 20th July. The number of entries is similar to previous years, although late applications come in dependent on the weather forecast. Everything is in place. The date for next year has been agreed and advertised in the programme. Everyone agreed to the re-booking of main events for the following year to obtain better costs and to be able to advertise at the current year's event. PH asked for volunteers to help at the beginning and end of the event. The event is well within budget. Newsletters have gone out to businesses re FOT arrangements.
- **Brilliant Barrow Weekend/Soapbox** – this is being organised alongside BAE. 17 teams have registered. On Friday there is a Victorian Promenade at the Dock Museum. Saturday is the Soapbox and Sunday is Dragon Boat Racing at the Quayside. The BID are trying to find a Soapbox to purchase as the Council would like to enter one.

9. AOB – none

Date for next meeting: Tuesday 13th August 2024. BID Office.