



## Business Improvement District

### General Board Meeting

5.30pm Tuesday

7<sup>th</sup> March 2023

Guildhall, St  
Ives

Chaired by: Alex Ward (AW)

Attendees: BID Members: Justin Morgan (JM), Phil Barnett (PB), Roger Simons (RS)

Others: BID Manager Sarah Hooper, Simon Sharp (SITA SS), Helen Tripconey (HT), Jackie Wetherill (JW taking Mins), Johnnie Wells, Nik Read (NR)

Apologies: Chrissie Chard (CC), James Deseta (JD), John Hill (JH), Steve Cross (SC), Kenny Messenger KM, Michael Evamy (ME),

Agenda Item	Minutes	Action
1	<b>Welcome and Apologies</b> – noted above	
2	<b>Declaration of Interest</b> – SH & JM RNLI, PB – Edward Hain & Kidz R Us, JH, AW and PB Kidz R Us, AW & JW & CC St Ives in December	
3	<b>Approval of Minutes 10.01.23</b> JM, AW	
3	<b>Matters arising – Outstanding Items from previous meetings to go into next BID Board meeting.</b>  <b>BID 3 &amp; Budget</b> – 2% increase agreed at last meeting, update on budget at next Board meeting  <b>New Year’s Eve 2023</b> – Waiting on Meetings, will update the Board at next meeting.	

<p>4</p>	<p><b>Managers Update – BID Manager Sarah Hooper</b></p> <p><b>Disc App:</b> - Set up is going well, GDPR has been signed off and everything is ready at our end. Police training is taking place this week to ensure the launch is smooth with no problems.</p> <p>St Ives will be the first town in Cornwall to launch the app.</p> <p>Hope to do a soft launch in next few weeks, with limited release and adapt as we see the system working. It will show a crime map of the town and message system. Any posts are watermarked to the person who reports, so if it is shared outside of the app, it can be traced back.</p> <p>Full update at next meeting.</p> <p><b>Gift Card/Loyalty Scheme:</b> - Design is ready, and hoping to launch just after Easter. Talking to BID levy payers from different businesses there has generally been a positive vibe and businesses are interested.</p> <p>The Board asked about topping up the cards, and Sarah advised that there is a possibility of having a top up machine in town, but the cost would be about £500, but its easy to top up cards online.</p> <p>Publicity is part of the package, and support. The card can be used much like a Mastercard or e card such as Apple Pay.</p> <p>A review to be taken after year one to see if the project has been successful and will pay for itself.</p> <p><b>Kings Coronation:</b> the Board that we now have a quote for bunting in Royal Square as per last Board meeting, the price for red, white and blue recyclable paper £500 and if we want to include union jack flags £560 with £900 installation.</p> <p>Harbour banners have been investigated, and we are getting permission for installation.</p> <p>The large screen showing Coronation has been investigated and supplier has done the site visit. It was suggested Kitty’s Corner, RS suggested that above the arches maybe a better place for viewing. Contingency for adverse weather, is the Guildhall which has been cleared by the supplier as suitable.</p> <p>The screen supplier includes installation and removal and we have the screen through to late evening. The Board suggested possibilities of showing historical videos of St Ives, possible DJ performances and possibly showing the Jubilee Concert from last year.</p> <p>Spotlight have been in contact with the screen provider and asked if they could do a news item on St Ives and the event.</p> <p>PB offered his services to work out the program of events.</p>	<p>Sarah to arrange Demo for Directors at next meeting</p> <p>Sarah to update the Board at next meeting</p> <p>Sarah and Jackie to investigate clearances for footage and report back to the board.</p>
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<p>Helen has prepared an application to community chest to help with costs towards the banners.</p> <p><b>Flowers:</b> Sarah has looked at two suppliers. Warnes have done a site survey and quoted a good price, the other choice is Cormac. BID spends £12000, the Town Council contributes £6000. The Town Council are in favour of Cormac and have suggested that it would be good to go with the same supplier. Sarah informed the Board that we are still waiting for Cormac to do a site survey and confirm that there would not be extra costs to their quote. RS, PB, JM informed the rest of the Board that Warnes have a good reputation and their work has been noticed in the town.</p> <p><b>Food Festival:</b> - Tickets are selling well, local fringe food festival event is coming together. Masterclasses are being announced, community tent for local charities and groups will be available and already have interest from Edward Hain and Mariners Association.</p> <p>Food Island and local taster menus are being discussed with St Ives businesses and the Food Trail booklet will be revamped for this year. It has been suggested that these could start on 8<sup>th</sup> and run throughout the week for local businesses.</p> <p><b>Renewal:</b> Update at next BID meeting.</p> <p><b>Drop-In Clinic:</b> Derek Thomas, Linda Taylor and Police are holding a drop-in clinic at 5.30pm for an hour and a half. Venue Kidz R Us.</p> <p><b>Insurance:</b> Sarah has secured an insurance policy after discussions with other BID's which gives us full cover for New Years Eve.</p> <p><b>Levelling Up Funding:</b> Talking to Vanessa to see if possibilities.</p> <p><b>SITA:</b> Free to book event had good attendance and webpage is looking better. Separate SITA newsletter going out monthly, access to disc and gift cards which we hope will encourage membership. Advertising banners are in progress, so all activities should pay for staffing needed, web design and upkeep. GDPR is now in place.</p> <p>SITA have asked the Board to agree as part of the SLA agreement to guarantee 3 Directors from SITA at any one time on the Board. The Board voted and agreed on condition that the agreement has been checked by lawyers and both BID and SITA have equal rights. Vote yes PB, RS, JM, JH, CC and AW.</p> <p><b>AGM</b> – BID AGM proposed date 25<sup>th</sup> April 6pm.</p> <p>Transport Update: Steve sent an email to update on latest Towns Deal plans for transport. Pedestrianisation is not part of the plan.</p> <p>Next BID meeting 4<sup>th</sup> April 2023</p>	<p>Sarah to get confirmation of final price from Cormac and inform the Board</p> <p>Sarah and Helen to update at next Board meeting</p> <p>Board to be updated once SLA checked by lawyers</p> <p>Jackie to start process</p>
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