



Board meeting 1
Thursday, 12th March
Peppers Restaurant

Attendees

Jim Bradley, Peppers and ABTA (JB)
Jonathan Bowen, Morgan's Fish Bar (JBn)
Rebecca Thomas, Santander (RJ)
Tony Missen, Anthony Charles (TM)
Helen Boggis, Office of Vicky Howells AM (HB)
Nigel Webb, Aberdare Market (NW)

Darren Notley, RCTCBC (AB)
Mandy Jenkins, The means (MJ)

Apologies

Peter Williams, The means (PW)
Trina Bodman, Trina's (TB)
Jai Davies, B&M Bargains (JD)
Ellen Saunders, DWP (ES)
Kelly Richards, Barclays (KR)
David Parker, Market (DP)

Item	Detail	Action
1.0	Welcome and introductions JB opened the meeting and welcomed all attendees. Apologies given as above.	
2.0	Ballot result and next steps 2.1 Informing the electorate Newsletter delivered to all businesses. 2.2 Set up (scope of works pre-April 1st) MJ explained the process and what needed to be done. The board acknowledged that the process might be slower and meetings may not be able to take place sure to the current crisis. 2.3 Start up (post April 1st) DN explained the BID start up process and the lessons learnt from	



	<p>other places. As a result RCT was willing to contribute £5k to the BID as a one-off payment. He also went through the proposal from The means to support the BID during its first quarter.</p> <p>RCT would pay 80% of the cost of the support and the BID would be asked to contribute 20%. The board agreed to the proposal and thanked RCTCBC for the extra financial support.</p> <p>2.4 Billing – the first levy payment</p> <p>DN was unsure when the bills would be sent out as the flooding had caused a delay across departments.</p>	
3.0	<p>Building the Governance capacity</p> <p>3.1 Board membership MJ went through the board members manual and explained the process. JB, RT, TM and JB all confirmed that they would like to join the board. JB and JBn would be the founding directors to register the company at Companies House. DN explained that RCTCBC were observers at The Your Pontypridd BID meetings but not directors and that this would also be the case in Aberdare.</p> <p>3.2 Responsibilities of board members MJ went though the board members manual.</p> <p>3.3 Board meetings To take place every six weeks.</p> <p>3.4 Officers and sub-committees of the board MJ went through the board members manual.</p> <p>3.5 Theme or project groups MJ explained about the theme groups and how they work in other areas and how some businesses might not want to join the board but would take an active role in theme groups.</p>	
4.0	<p>Articles of Association</p> <p>The board had been sent the Articles and they agreed to let MJ know by Monday if there were any issues. Otherwise, these could be submitted to Companies House.</p>	
5.0	<p>Financial procedures</p> <p>5.1 BID bank account</p> <p>RT would check whether Santander had a business bank account option the BID could use. Otherwise, Lloyds TSB would be used as both JB and JBn were known to the bank. JB and JBn would be the</p>	<p>RT: To investigate whether the BID could open a business bank account with</p>



	<p>original two signatories as they would be the founding directors at Companies House. Others could be added later.</p> <p>5.2 VAT registration</p> <p>MJ explained that the BID would need to be registered for VAT.</p> <p>5.3 Financial management, reporting and process</p> <p>MJ went through the document and the board discussed accountants in the town centre who might be able to join the board.</p>	<p>Santander</p>
<p>6.0</p>	<p>AOB</p> <p>DN brought it to the board's attention that there was already a Facebook page with this name. The board agreed that the BID's page would be called Our Aberdare BID.</p> <p>The board agreed that planters/flowers/signage would be an quick win for the BID. JB to email the planning department at RCTCBC.</p>	<p>JB: To email RCTCBC about planning for flowers/planters/signage</p>