



OUR ABERDARE BID BOARD MEETING MINUTES

Peppers, 27 Canon St, Aberdare, CF44 7AP

Tuesday 24 Nov 2020, 09:00 – 10:00

Attendees: Dawn Penny (DP) Jim Bradley (JBr), Johnathan Bowen (JB), Mark Adams (MA), Tony Missen (TM)

Apologies: Lindsay Winstone (LW), Nigel Webb (NW), Rebecca Thomas (RT)

Item	Detail	Who
1.	Welcome 1.1 JBr opened the meeting and welcomed all attendees and apologies were given as above. 1.2 JBr noted DP's function as BID Manager at board meetings in that she will provide updates to the board and ask them to make decisions when needed.	
2.	Levy Collection – draft accompanying letter 2.1 DP tabled a copy of the draft levy accompanying letter, some minor edits were made and the letter was approved. MA also suggested that a copy of the BID Proposal document accompanies the levy bills. JBr noted that DP is arranging for an A5 condensed version of the proposal to be designed and printed and that this will be included if produced at the time of the bills being sent. ACTION: DP to liaise with Amy Brewin (RCTCBC) to arrange for the full/A5 BID Proposal document to be sent out with the levy bills and to confirm if they will be sent in letter form or via email.	DP
3.	Approval of draft Baseline Agreement & Operating agreements 3.1 JBr noted that RCTCBC's Baseline Agreement included detail of standard and non-standard services provided by the council and a discussion took place regarding the clarity of services set out in the table within the document. ACTION: DP to liaise with Amy Brewin (RCTCBC) to further clarify which services within the Baseline Agreement are standard and non-standard.	DP
4.	Look & Feel: Flowers, signs & fixed coverings update 4.1 JBr noted that ideally we would like to have flowers and signs in late spring 2021. He added that he had received a quote from a private contractor to install new signs, however we await a quote from RCTCBC. DP explained that she is having an update later this week with Amy Brewin (RCTCBC) to ensure processes and regulations are adhered to ahead of installation of any flowers, signs, fixed coverings and the cleaning of existing signs. 4.2 DP explained that she is in the process of obtaining dimensions and images of the raised paving platform outside the library ahead of sending the information to various suppliers for them to provide us with quotes. 4.3 It was agreed that local suppliers should be used wherever possible when procuring products and services for the BID.	



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5.	<p>Pen y Cymoedd funding update</p> <p>5.1 JBr explained that he and DP had a very positive and encouraging meeting with PyC and that DP subsequently had a more detailed meeting to discuss requirements ahead of our application for the Vision 1 fund (https://penycymoeddcic.cymru/the-vision-fund/) of up to £25k - DP also noted that she has a copy of the Vision 1 fund application form which is to be submitted by mid Feb 2021. DP added that PyC need to see the longevity of our plans within the BID proposal within a 12-month plan to include our ideas, costs associated (premises, marketing, consultation, communication, etc) and possible match-funding sources</p> <p>ACTION: DP to draft 12-month plan for discussion and approval at the next board meeting.</p> <p>5.2 JBr also noted that a 4-year plan and a 10-year plan need to be drafted.</p> <p>ACTION: JBr and DP to discuss 4-year and 10-year plan.</p> <p>5.3 MA noted that Kate Breeze and Michelle Noble's function at PyC is to guide us so that we provide the correct information within our application for their board to review. DP added that Michelle is very helpful and has offered her support to us with any queries we have in with our 12 month plan and pending Vision 1 application.</p>	<p>DP</p> <p>JBR/ DP</p>
6.	<p>Availability & communication for meetings</p> <p>6.1 JBr explained that it is fully appreciated that board members give up their unpaid time to attend meetings and engage in various communications relating to the management of the BID. He added that it is just as important to understand that apologies will need to be given from time to time. JB asked if several occurrences of non-attendance could strike you from the board to which JBr confirmed absolutely not.</p> <p>6.2 A discussion took place regarding scheduling 6 weekly board meetings. DP suggested rotating the meetings at different times of the day. It was agreed that DP will set tentative dates and that 2 weeks' notice will be given to board members to confirm their attendance at each meeting. DP will then provide a 1-week reminder and a further reminder the day before the meeting.</p> <p>ACTION: DP to schedule 6 weekly tentative meetings and communicate to all board members.</p> <p>6.3 It was also agreed that comments, suggestions, ideas, information, etc will be requested from members who give apologies so that their input can be tabled and discussed at meetings.</p>	<p>DP</p>
7.	<p>Agree board quorum</p> <p>7.1 A discussion took place and it became evident that an additional board member is required to enable a quorum of more than 50% board members at each meeting. JB asked if the Chair has the casting vote to which JBr confirmed absolutely not.</p> <p>ACTION: DP to actively seek an additional Our Aberdare BID board member and give an update at the next board meeting.</p>	<p>DP</p>



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8.	<p>AOB</p> <p>BID Support</p> <p>8.1 DP noted that she has received several messages of support over the last few days and that some were of a result of the BBC Wales News online article (https://www.bbc.co.uk/news/uk-wales-55000777) that was published Friday 20-Nov-2020</p> <p>ACTION: DP to arrange meetings with those who have expressed an interest in supporting the BID</p> <p>8.2 DP added that she has already received support, with thanks from Ryan Stuckey, and noted that he has already provided an ordnance survey map for the raised paved area outside the library and is going to mark up the dimensions of the area to scale for the purposes of providing information to potential suppliers of fixed coverings</p> <p>Social media</p> <p>8.3 DP noted that the BID Facebook page (https://www.facebook.com/OurAberdareBID) likes have increased by 43 within the last week and that the BBC news article reached over 1K of people's feeds. DP added that she will continue to share relevant, helpful and interesting information until a social media plan is formulated within the wider marketing plan</p> <p>8.4 DP added that she will start to encourage business owners to showcase their premises, products and services, and importantly their Covid-19 compliance set up. This can easily be done using short videos taken on their mobile to increase confidence in the public in visiting their shop/business. DP will then share their social media published videos within the BID's social media platforms</p> <p>ACTION: DP to liaise with business owners to encourage showcase videos of their premises, products, services, etc so that the BID can further promote the town for people to visit, especially ahead of Christmas</p>	<p>DP</p> <p>DP</p>