



**BOARD MEETING
MINUTES**

Wednesday 1 February 2023

PRESENT	INITIALS	POSITION	REPRESENTING
Michele Davies	MD	Chairperson	Windsor Jewellers
Amanda Webber	AW	Vice Chairperson	Wool, Pantri and Welsh Stalls, Aberdare Market
Angharad Walters	AWa	Treasurer	Aberdare BID Manager
Dawn Thomas	DT	Secretary	AM Bags and Shoes, Aberdare Market
Steve Jones	SJ	Director	Leas Jewellers
Darren Notley	DN	Board Member	RCT CBC
Jack Harries	JH	Board Member	Senedd
Karen Endicott	KE	Board Member	Baguette Express
Richard Collier	RC	Board Member	Bar No 20

IN ATTENDANCE	INITIALS	REPRESENTING
Glen Bowen	GB	Cwmpas

APOLOGIES	INITIALS	POSITION	REPRESENTING
Clare Prew	CP	Director	Shake, Waffle 'n' Cone

AGENDA ITEM	DISCUSSION	AGREED ACTION PERSON/PEOPLE	BY (DATE)
<p data-bbox="201 259 411 322">Welcome and Introductions</p> <p data-bbox="201 421 411 524">Agreement of Minutes of AGM</p>	<p data-bbox="432 259 1058 389">MD welcomed all to the meeting and explained that Glen Bowen (GB) was present to assist the Board with Agenda Item 2, the Future of the CORE Business Solutions Centre.</p> <p data-bbox="432 452 1058 524">The minutes were agreed subject to minor amendments being made by the Secretary.</p>	<p data-bbox="1078 421 1246 483">DT to amend minutes</p>	<p data-bbox="1327 421 1490 452">02/02/2023</p>
<p data-bbox="201 555 411 618">Future of the CORE BSC</p>	<p data-bbox="432 555 1058 1003">AWa advised that from what we understood from the accounts presented at the AGM, from her perspective, we should endeavour to keep the CORE BSC open. She that she had witnessed the building at capacity with a range of events happening including representatives from RCT Council using it as a warm space for local people - there was a great atmosphere and RCT advised that they would like to seek Shared Prosperity (SPF) funding to maintain the service. The space was also being used to support job seekers with a range of age groups present which was tremendous.</p> <p data-bbox="432 1025 1058 1227">This is really about it being a community hub. She believes that we have received enough information and seen enough activity recently to make a decision. She advised that an Independent Financial Adviser has rented a space and that we should keep the building open.</p> <p data-bbox="432 1249 1058 1809">GB from Cwmpas was invited to give some additional background so that the Board has sufficient information to make an informed decision on the future. He explained that it was set up as a project by the Wales Cooperative (Co-op) (now Cwmpas) to try and run a project helping people get into business. The Co-op reached out to the BID and Purple Shoots and put a project proposal and application for funding to the CRF. The application was successful and the funding was awarded. In spite of lengthy delays, which resulted in the BID having a very contracted timescale to establish the CORE, it was delivered and this is a great story for the BID in terms of the asset that the town now has. It was difficult to market it as there was uncertainty over continued funding.</p> <p data-bbox="432 1832 1058 2011">The actual project ended in December 2022. The building lease runs until February 2023; as confirmed at the AGM the landlord is aware of the situation and has agreed a rolling lease until the future of the CORE BSC is decided.</p>		

AGENDA ITEM	DISCUSSION	AGREED ACTION PERSON/PEOPLE	BY (DATE)
<p>Future of the CORE BSC continued</p>	<p>Further funding could be applied for, with applications to the Shared Prosperity Fund (SPF) being invited in March for projects to start in April 2023.</p> <p>This is an exceptionally tight timescale and the question is what happens in the gap between the end of one project and the start of the next.</p> <p>GB advised that he bases himself at the CORE a few days a week to assess the impact of the building and also because Cwmpas supports its purpose as a resource for the people of Aberdare. In normal circumstances, Cwmpas could agree to apply for funding to take over the building and the lease; however, due to there being a conflict of interest with one of its Board and the current landlord, this would not be possible.</p> <p>As the BID is the current leaseholder, it needs to cover all liabilities and think about extending the lease until the end of March 2023 to try and bridge the gap between the existing funding ending and new funding being secured.</p> <p>GB confirmed that the Board needed to strengthen in terms of governance as is has a lot it needs to achieve. The BID does not have the capacity to run and manage the CORE BSC itself and needs to consider alternative solutions.</p> <p>One solution could be that the Board asks Business in Focus (BiF) to ascertain whether they would be happy to take over the lease and run the building.</p> <p>The BID would then be a tenant along with other businesses. GB indicated that he has spoken with BiF and that they would be happy to come and see the building and assess whether they would be prepared to submit a funding application and take over the building.</p> <p>The BID needs to complete an inventory of all assets.</p> <p>SJ asked whether there was any termination liability for the lease of the CORE BSC as this could potentially inform the Board's decision making. AWa will liaise with the landlord to ascertain this and feedback.</p>	<p>AWa to complete inventory</p>	<p>18/02/2023</p>

AGENDA ITEM	DISCUSSION	AGREED ACTION PERSON/PEOPLE	BY (DATE)
Future of the CORE BSC continued	<p>DECISIONS The Board unanimously agreed to the following:</p> <ol style="list-style-type: none"> 1. Ascertain whether there are any termination periods on the lease of the CORE BSC 2. AWa or DN to approach the Chief Executive of Business in Focus and to invite them to the CORE to ascertain whether they would be prepared to apply for funding to take over the running of the building 3. To keep the CORE open until the Board has explored all avenues 4. To review the lease agreement with Barclays Bank with a view to increasing the monthly rent 5. If BiF agrees to apply for funding, the Board will write to BiF offering to loan its assets to them for a period of the 2 year funding 	<p>AWa to liaise with landlord and feedback to the Board</p> <p>AWa / DN</p> <p>Board</p> <p>Board</p>	<p>15/03/2023</p> <p>05/02/2023</p> <p>28/02/2023</p> <p>28/02/2023</p>
Governance Training	<p>GB advised that Cwmpas could offer governance training to the Board.</p> <p>It was agreed that this would be arranged as soon as possible and that all Directors and Board Members needed to attend.</p>	<p>AWa to liaise with GB on dates for training</p> <p>ALL</p>	<p>28/02/2023</p>
360 Degree Review	<p>It was agreed that AWa would approach the Means through email, asking them to produce a proposal on what they think they should do for Our Aberdare, present it and cost it. The Board could then decide to commission the review or ask them to focus on other or additional areas. This would give the Board a great independent view and a platform for future activity.</p>	<p>AWa to email the Means asking what they would propose and to present to the Board</p>	<p>28/03/2023</p>
Brand / Logo / Website	<p>Logo It was agreed that we would “tweak” the logo to give it a fresh look and feel but that the core construct of it would remain the same. If the BID is voted in for a second term, that would be an opportunity to review.</p> <p>Brand / Website It was acknowledged that these were two different issues. Companies would be invited to tender for the website and to present their ideas to the Board. AWa to obtain a sample (simple) tender document from a contact.</p>	<p>Board to review</p> <p>AWa to obtain simple tender specification</p>	<p>April 2023</p> <p>08/03/2023</p>

AGENDA ITEM	DISCUSSION	AGREED ACTION PERSON/PEOPLE	BY (DATE)
	<p>The following local companies would be invited to tender:</p> <ol style="list-style-type: none"> 1. Sgor 2. South Wales Custom Computers 3. Tantrwm <p>If they could also support branding, we could ask that they present their ideas on this, as well.</p>	DT as secretary to invite the companies to tender	01/04/2023
Caradogfest	<p>AWe and AWa fed back on the meeting that they attended with the Caradogfest Steering Committee. In essence, one of the members of the Steering Committee, Craig Roberts, told the BID representatives that they needed £10,000 from the BID to deliver the event in 2023.</p> <p>AWe reported that the BID, according to Mr Roberts, had given Caradogfest £6,704 in 2022, though there is nothing to confirm what this sum was used for and there are several conflicting reports of the amounts awarded.</p> <p>He claimed that he had budgeted £8,7360 on road closures for the 2022 event but that this had been waived by the Council. DN advised that the cost of a single road closure was c£3,000; as only one road was closed it is not clear what this amount was reserved for.</p> <p>AWe and AWa reported that Father Robert had been very town centric in his comments and support. There were no real plans presented other than processions through Commercial and Canon Streets.</p> <p>Mr Roberts claimed that Caradogfest would cost £18,250 to run in 2023. Apparently, they have lamppost banners but there are no brackets on the lampposts to hang them</p> <p>DN explained that there is a process to be followed when hanging banners and that consent to them being positioned had to be obtained. In addition, applications need to be submitted to the Event Safety Advisory Group (ESAG) so that the Group can form whether it is happy with the plans that have been put in place for a town wide event.</p>		

AGENDA ITEM	DISCUSSION	AGREED ACTION PERSON/PEOPLE	BY (DATE)
Caradogfest continued	<p>DECISIONS</p> <ol style="list-style-type: none"> 1. Mr Roberts to be invited to the Board Meeting on 8 March 2023 to pitch for funding towards Caradogfest 2023. In advance of the meeting, he needed to submit a detailed written application explaining exactly what he was seeking funding from the BID for, so that this could be considered by Board members in advance of the meeting 2. It was agreed that the BID absolutely needed to support but only contribute towards items that were for the benefit of the whole town. 3. The BID could seek a donation from Caradogfest as we will be working in partnership with it to present CaradogFest 	AWa to invite CR to the next Board meeting and to request a detailed application from CR by 23/02/2023	08/02/2023
Any Other Business	<p>Business Crime Reduction Partnership (BCRP)</p> <p>AWa advised that she had attended a meeting of the above with representatives from Merthyr and Pontypridd BID's. Pubwatch is working in town as is shop watch. In essence, individuals who are barred from shops and pubs have their images shared.</p> <p>It has been proposed that the BID's offer c6% of their levy income to support the appointment of an individual to coordinate pub and shop watch across the BCRP area. This would cost Our Aberdare approximately £4200 per annum. In addition, funding to provide pubs with metal detecting wands was sought so that we are able to keep our town centre and pubs safe. The wands are c£20 each and would be offered to the public houses that are a part of Pubwatch.</p> <p>The Board agreed to this funding on the basis that it adds a dimension to what the BID is trying to achieve in terms of keeping our town, residents and visitors safe.</p>	AWa will confirm the Board's decision to the BCRP	06/02/2023
	<p>LEVY BILLS</p> <p>DN confirmed that the Council would be sending levy bills in April 2023 and that the BID had an opportunity to include a supporting letter.</p> <p>The Board agreed that this would be a great opportunity to advise levy members of the changes to the Board, to thank the previous administration and to look forward with what is planned. The letter will need to be finalised and submitted to RCT by mid-March 2023.</p>	MD will seek agreement for the letter at the next Board meeting	08/03/2023

AGENDA ITEM	DISCUSSION	AGREED ACTION PERSON/PEOPLE	BY (DATE)
Any Other Business Continued	<p>HSBC BUILDING DN advised that he reviews the progress with any vacant buildings in Aberdare and that the new owner of the former HSBC building has submitted a planning application for 6 residential units on the upper floor and for there to be commercial premises on the ground floor. This was welcomed by the Board.</p> <p>MEET THE BOARD AWe advised that we needed to set a date for this event and the Board agreed that we should discuss at the next meeting and perhaps diarise such an event on 3 occasions per year to assist in levy member and community engagement.</p>	ALL	08/03/2023
Date of Next Board Meeting	<p>Wednesday, 8 March 2023 17:30 CORE Building</p>	Board	

ACTION POINTS 1 FEBRUARY 2023			
AGENDA ITEM	AGREED ACTION AND PERSON/PEOPLE	BY (DATE)	ACTION COMPLETE
Minutes	DT to amend minutes	02/02/2023	YES
CORE BSC	<p>AWa/DT to complete inventory of BID assets at the CORE BSC</p> <p>AWa to liaise with landlord and feedback to the Board on whether there is any termination of lease liability in terms of notice</p> <p>AWa or DN to approach the Chief Executive of Business in Focus and to invite them to the CORE to ascertain whether they would be prepared to apply for funding to take over the running of the building</p> <p>Board will write to BiF or other prospective partners offering to loan its assets to them for a period of the 2 year funding</p>	<p>18/02/2023</p> <p>15/02/2023</p> <p>05/02/2023</p> <p>28/02/2023</p>	
Governance Training	<p>AWa to liaise with GB of Cwmpas on dates for Governance training</p> <p>Board to attend Governance Training when arranged</p>	28/02/2023	
360 Degree Review	AWa to email the Means asking what they would propose and to present to the Board proposal for 360 degree review	28/03/2023	

Logo/Website/Branding	<p>It was agreed that the Board would “tweak” the logo to give it a fresh look and feel but that the core construct of it would remain the same.</p> <p>AWa to obtain simple tender specification for website design and delivery</p> <p>DT to seek tenders from 3 local companies for website</p>	<p>April 2023</p> <p>08/03/2023</p> <p>01/04/2023</p>	
Caradogfest	AWa to invite CR to the next Board meeting and to request a detailed application from CR by 23/02/2023	08/02/2023	
Business Crime Reduction Partnership	AWa will confirm the Board’s decision to the BCRP	06/02/2023	
Levy Member Letter	MD will seek agreement for the letter at the next Board meeting	08/03/2023	
Meet the Board	Dates to be agreed and all to attend	08/03/2023	