



**BOARD MEETING
MINUTES
WEDNESDAY 22 MARCH 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
Clare Prew	CP	Director	Shake, Waffle 'n' Cone
Darren Notley	DN	Board Member	RCT CBC
Joy Carter	JC	Board Member	Flowers by Joy
Jack Harries	JH	Board Member	Senedd
Karen Endicott	KE	Board Member	Baguette Express

IN ATTENDANCE	INITIALS	REPRESENTING
Craig Roberts	CR	St Elvans
Rhys Moores	RM	Community Warden
Callum Philip	CPh	Community Warden

APOLOGIES	INITIALS	POSITION	REPRESENTING
Jack Harries	JH	Board Member	Senedd
Richard Collier	RC	Board Member	Bar No 20

AGENDA ITEM	DISCUSSION	AGREED ACTION PERSON/PEOPLE	BY (DATE)
<p>Welcome and Introductions</p> <p>Agreement of Minutes</p>	<p>MD welcomed all to the meeting and explained that Craig Roberts was in attendance to present the proposal from St Evans for Caradogfest Funding.</p> <p>Rhys Moores and Callum Philip from the Community Wardens Team were also in attendance to discuss any areas of concern.</p> <p>It was noted that apologies had been received from Jack Harries.</p> <p>The minutes of the Board Meeting on 1 February 2023 were agreed.</p>		
<p>Caradogfest Application for Funding</p>	<p>Craig Roberts (CR) directed the Board to the Caradogfest website and its 2023 programme of events. He advised the routes of the choir processions would be taking and the fact that road closures were insisted on by the Event Safety Advisory Group (ESAG).</p> <p>Concerns were raised over the fact that the bottom of Cardiff Street was once again not included in the plans and that road closures for the 2022 event had a very negative impact on town centre traders. CR indicated that he would look at whether there could be some sort of activity in Cardiff Street.</p> <p>On the issue of road closures, CR indicated that this was beyond Caradogfest’s control and that the ESAG would insist on them. He commented that they were necessary as the Christmas Event managed by Our Aberdare was “dangerous” as roads had not been closed.</p> <p>The Board members refuted the comment about Christmas and advised that the police and community safety teams managed the crowds on 1 December 2022.</p> <p>CR did not provide any indication of how much funding he was seeking and he was asked to send a full proposal to the Board for consideration. This had already been requested and in its absence, the Board was unable to make a decision.</p> <p>After CR left the meeting, DN confirmed that it is the role of ESAG to comment on what has been presented to them and not to suggest alternatives. To suggest that ESAG “insisted” on the road closures was simply not accurate.</p>	<p>CR</p>	<p>31 March 2023</p>

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<p>Caradogfest (con't)</p>	<p>The Board noted that the presentation had been disappointing and not provided any further clarity on what was sought.</p> <p>The Board unanimously agreed that any contribution towards this event, which it acknowledged is beneficial for Aberdare, would be made by the BID for activities that complemented the event and directly benefited the whole of the town. OAL is not a funding platform and it was suggested by SJ that OAL should be presenting a proposal to CaradogFest on what funding it needs to complement the event.</p> <p>SJ commented that from a business perspective, Caradogfest did nothing for the town whatsoever and therefore to fund the event with levy payers money, for something that is going to be possibly detrimental to trade goes against the reasons why the BID was voted in.</p> <p>AWe commented that in advance of the event in 2022, when the market had tried to do a Caradog Fringe event, CR arrived at the Market Manager's Office with our flyers and said that we could not do a Caradogfest Fringe Festival as it had not been agreed and said that the flyers need to go in the bin. Caradogfest was seen as very much an event that would benefit St Elvans and no other levy payers.</p> <p>MD stated that this Board cannot sit in front of levy members and state that it has funded Caradogfest when it does not benefit levy members. The Board is responsible for acting in the interests of the town.</p> <p>It is unreasonable for Caradogfest to apply for 12 - 13% of the BID income for one event.</p> <p>It was agreed that staging / licences etc that would be provided as part of the BID funding to CaradogFest would be paid for directly by the BID and we would seek tenders for this and pay the invoices ourselves so that we have a clear audit trail for expenditure.</p> <p>It was agreed that the Board would apply for advertising consent for the lamppost brackets to be attached to lampposts around the town.</p> <p>They cannot be used for advertising of a commercial nature. Banners could be used from late January through to October for events and then they would be taken down by street lighting in October in preparation for Christmas lights to be installed.</p>		

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Caradogfest (con't)	<p>They cannot be used for advertising of a commercial nature. Banners could be used from late January through to October for events and then they would be taken down by street lighting in October in preparation for Christmas lights to be installed.</p> <p>The Council determine which of the street column lights could support the brackets - most of them should be able to.</p> <p>The advertising consent would cost around £300 and take around 6 - 8 weeks to be granted and OAL would complete the relevant form.</p> <p>This will be discussed with Anthony (?) from RCTCBC (?) when the walk around of town is undertaken.</p>		
Centregreat - Christmas Lights	<p>AWa confirmed that she had spoken with Centregreat and that she would be meeting them after the Superheroes Day on 5 April 2023 to walk through town and to discuss the hooks for the lights on Canon Street. She noted that the Christmas lights had not been taken down and therefore OAL should not have another bill for installing the lights for 2023.</p> <p>AWe noted that some of the lights in the Market Quarter have been taken down so we need to clarify what the position is.</p>	AWa	ASAP
Decision on the CORE BSC	<p>AWa advised that we have given 8 weeks' notice to vacate the building in case funding (applications for which open on 1 April 2023) does not come to fruition.</p> <p>Business in Focus have visited the building and were very impressed but due to the uncertainty with Shared Prosperity Funding (SPF), they cannot make a commitment at present and if funding is not secured, OAL cannot be seen to be funding the project. The 8 weeks' notice takes us through until c17 May 2023 and we can retract that notice should funding be secured.</p> <p>Applications for the SPF close on 12 May 2023. If Business in Focus can get the application in, we may have more of an idea if they would be interested in managing the CORE BSC. Approval of SPF applications is devolved so the Council does not have to put forward applications to UK government for approval. AWA said that Cwmpass has been really incredible.</p> <p>We need a receptionist for the CORE but people are not interested in a temporary role for 8 weeks.</p>		

AGENDA ITEM	DISCUSSION	AGREED ACTION PERSON/PEOPLE	BY (DATE)
Governance Training	<p>AWa to speak with the facilitator and get new dates and all Board members must attend.</p> <p>AWa to send through policies for DT to review and once we have these in place we will be better placed to apply for funding.</p>	<p>AWa to liaise with Trainer</p> <p>DT to review</p>	<p>ASAP</p> <p>ASAP</p>
360 Degree Review	<p>Paperwork has been sent to Peter from the Means and has also been directed the website for minutes. AWa has provided detail on projects (Christmas, Superheroes and Dinomania) and the accounts.</p> <p>We need 20 businesses that the Means can interview face to face. Board Members to suggest businesses by email to AWa.</p> <p>It was confirmed that levy members seem more assured with the new Board but they want closure on the last 3 years on how the BID was managed.</p>	<p>ALL</p>	<p>31 March 2023</p>
Board Meet and Greet Events	<p>It was agreed that we would hold these events after the Means has concluded its review so that we can feedback findings and be open and transparent.</p>	<p>All</p>	<p>Post Means Review</p>
Any Other Business	<p>None</p>		
Date of Next Board Meeting	<p>Wednesday, 5 April 2023 17:30 CORE Building</p>	<p>Board</p>	

ACTION POINTS 22 MARCH 2023			
AGENDA ITEM	AGREED ACTION AND PERSON/PEOPLE	BY (DATE)	ACTION COMPLETE
Minutes	DT to amend minutes	02/02/2023	YES
CORE BSC	AWa/DT to complete inventory of BID assets at the CORE BSC	18/02/2023	
	AWa to liaise with landlord and feedback to the Board on whether there is any termination of lease liability in terms of notice	15/02/2023	
	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	05/02/2023	YES
	Board will write to BiF or other prospective partners offering to loan its assets to them for a period of the 2 year funding	28/02/2023	
Governance Training	AWa to liaise with GB of Cwmpas on dates for Governance training	28/02/2023	
	Board to attend Governance Training when arranged		
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	YES
Logo/Website/Branding	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.	April 2023	
	AWa to obtain simple tender specification for website design and delivery	08/03/2023	YES
	DT to seek tenders from 3 local companies for website	01/04/2023	
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	YES
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	