



**BOARD MEETING  
MINUTES  
WEDNESDAY 5 APRIL 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
Joy Carter	JC	Board Member	Flowers by Joy
Karen Endicott	KE	Board Member	Baguette Express
Richard Collier	RC	Board Member	Bar No 20

IN ATTENDANCE	INITIALS	REPRESENTING
Darren Notley	DN	RCT CBC

APOLOGIES	INITIALS	POSITION	REPRESENTING
Jack Harries	JH	Board Member	Senedd

AGENDA ITEM	DISCUSSION	AGREED ACTION PERSON/PEOPLE	BY (DATE)
Welcome and Introductions	MD welcomed all to the meeting.  It was noted that apologies had been received from Jack Harries who would not be present for the foreseeable future.		
Agreement of Minutes	The minutes of the Board Meeting on 22 March 2023 were agreed.		
Budget Update	Deferred to next meeting. AWa to contact Accountant to ask them to attend the May Board meeting as we need clarity around the CORE building as the BID is now running it. The Means advised that it is find for the BID to pay to use the CORE as we need a base and a Head Office. Port Talbot BID has a similar arrangement.	AWa	18/04/2023

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<b>Budget Update Con't</b>	<p>The Board needs clarity on BID and CORE accounting. The grant funding situation for the CORE remains uncertain. It is hoped that Business in Focus would apply for Shared Prosperity Funding that would enable them to run the CORE. The BID is keen to keep the building open because it is the right thing to do for the town. James Prew has stepped in on a temporary basis to act as the CORE receptionist and has done an amazing job to date. He can also help with social media, marketing, graphic design etc to support the CORE and the BID. He has produced marketing collateral for recent events which would have resulted in additional expenditure being incurred if we had to outsource that work.</p>		
<b>Caradogfest Application for Funding</b>	<p>The Board noted that it had not received any information or communication from Craig Roberts about the funding sought for Caradogfest.</p> <p>Following discussion, it was agreed that the BID would continue to apply for advertising consent so that the banners could be erected.</p> <p>DN agreed that he would speak with contacts in the Planning Department to clarify what is required.</p> <p>It was agreed that AWa would email CR to ask for the proposal for funding.</p> <p>It was agreed that in the absence of any proposal, the BID would do a music festival - each pub would be asked to put 2 acts on in the evening with the BID providing £250 funding towards the acts.</p>	<p>DN</p> <p>AWa</p>	<p>21/04/2023</p> <p>14/04/2023</p>
<b>Hanging Baskets</b>	<p>AWa advised that Graham Marsh has the hanging baskets. Various window cleaners have been approached about watering the baskets as they need to be watered 3 times a week.</p> <p>The brackets for the hanging basket need to be checked to ensure that they are safe for the baskets to be hung.</p> <p>MD stated that the Means has stated that there is an environmental and ecological impact with baskets. It was agreed that this would be deferred until the Board had received the feedback from the Means.</p>		
<b>Markets and Events</b>	<p>A discussion took place around holding markets in the town - these will encourage footfall.</p>		

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	<p>Events were discussed such as Christmas, Summer Fun Days throughout the town.</p> <p>All present agreeing that events like the Dinosaurs and Super Heroes Day were helping to put Aberdare on the map and proved that there was an appetite for events to be held in the town.</p> <p>Summer needs to be planned with two big events. Cartoon Capers was discussed and also there used to be a Carnival in Aberdare which ended in the Park and this was a fabulous day in the past. ESAG would advise on licenses.</p> <p>MD asked the Board to think about what events they would like to see and were directed to <a href="#">Ymlaen Llanelli</a> and <a href="#">Viva Port Talbot</a>.</p> <p>It was agreed that we would rather do one festival really well than a series of events. We discussed an ABBAAdare festival featuring ABBA Music.</p>		
<b>Governance Training</b>	AWa to liaise with Trainer over dates. This needs to be done as soon as possible.	AWa	ASAP
<b>360 Degree Review</b>	Feedback session arranged for Wednesday 26 April 2023 over a working lunch from 12:00 - 14:30.	ALL	
<b>Board Meet and Greet Events</b>	Following the Means feedback, we would arrange some events. We will produce banners with quotations from the Means review and achievements so that there is a visual representation of what our plans are.	All	Post Means Review
<b>Any Other Business</b>	<p><b>Feedback on Events</b></p> <p><b>Super Heroes</b> Library really please with over 1200 people through their doors by 15:30. In addition, over 400 Easter Eggs had been given out between Aberdare and Treorchy</p> <p><b>Market Easter Egg Hunt</b> AWe advised that we do not have to worry about the size of the prize - the kids and adults who took part in it enjoyed the event and we had over 100 children taking part which was brilliant publicity for the Market.</p> <p><b>Events for Older Members of the Community</b> DT said that some feedback she had received was that it would nice to have some events for older people. There are lots of lonely and vulnerable people in our community and we could have children in to sing for them etc.</p> <p><b>Other Events</b></p> <ul style="list-style-type: none"> <li>• Comedy Club</li> <li>• Aberdare's Got Talent</li> <li>• Open Mic Nights</li> <li>• Cheese and Wine Nights</li> </ul>		

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<b>Any Other Business Con't</b>	<p>AWa suggested Board Members view the <a href="#">Clwb Coffi</a> Facebook page - they do several evenings where other businesses come in and cook - Mexican, pancake day etc</p> <p><b>Eisteddfod 2024</b> AWa has been in contact with the organisers already.</p> <p><b>Pub Watch - Metal Detecting Wands</b> RC reminded the Board that it had discussed the possibility of buying metal detector wands for pubs to discourage knife crime. There had been 2 instances of knives being taken in to pubs recently. The Board agreed that it would fund wands for each pub that state that they would use the equipment i.e. those with door staff.</p> <p><b>Pub Watch</b> The BID is responsible for running Pub Watch and a new co-ordinator will be appointed. AWA will send a contract to James at Pontypridd BID. It is likely that Andy (Surname) Licensing Officer will manage Pub Watch for Aberdare, Merthyr and Pontypridd. BCRP will be the host employer and the BIDs would be invoiced for their 1/3<sup>rd</sup> of the cost. This means that the BIDs would have more say in the management of Pub Watch.</p>	AWa / RC to arrange	30/04/2023
<b>Date of Next Board Meeting</b>	<b>Wednesday, 3 May 2023</b> <b>17:30</b> <b>CORE Building</b>	Board	

ACTION POINTS February - April 2023			
AGENDA ITEM	AGREED ACTION AND PERSON/PEOPLE	BY (DATE)	ACTION COMPLETE
<b>Minutes</b>	DT to amend minutes	<b>02/02/2023</b>	<b>YES</b>
<b>CORE BSC</b>	AWa/DT to complete inventory of BID assets at the CORE BSC	<b>18/02/2023</b>	
	AWa to liaise with landlord and feedback to the Board on whether there is any termination of lease liability in terms of notice	<b>15/02/2023</b>	
	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	<b>05/02/2023</b>	<b>YES</b>
	Board will write to BiF or other prospective partners offering to loan its assets to them for a period of the 2-year funding	<b>28/02/2023</b>	
<b>Governance Training</b>	AWa to liaise with GB of Cwmpas on dates for Governance training	<b>28/02/2023</b>	
	Board to attend Governance Training when arranged		

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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
	ALL to attend feedback session on Wednesday 25 April 2023 12:00 - 14:30	25/04/2023	
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	
Budget Update	AWa to contact accountant to ask that they attend the Board Meeting on 3 May 2023	18/04/2023	
CaradogFest	DN to speak with contacts in planning to determine requirements for lightpost banners	21/04/2023	
	AWa to email Craig Roberts for the proposal for Caradogfest funding as nothing has been received by the Board	14/04/2023	
Pub Watch - Metal Detecting Wands	AWa and RC to arrange number of wands required and purchasing and distribution of same	30/04/2023	