



**BOARD MEETING  
MINUTES  
WEDNESDAY 3 MAY 2023**

PRESENT	INITIALS	POSITION	REPRESENTING
Michele Davies	MD	Chairperson	Windsor Jewellers
Amanda Webber	AW	Vice Chairperson	Wool, Pantri and Anrhegion Cymreig Stalls, Aberdare Market
Angharad Walters	AWa	Treasurer	Aberdare BID Manager
Dawn Thomas	DT	Secretary	AM Bags and Shoes, Aberdare Market
Steve Jones	SJ	Director	Alfred Lea 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
Paul Morris	PM	Community Warden
Emily Boyce	EB	Community Warden

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 5 April 2023 were agreed.		
Actions Update	Responsible individuals to email DT to confirm if actions have been completed.	All	01/06/2023

AGENDA ITEM	DISCUSSION	AGREED ACTION PERSON/PEOPLE	BY (DATE)
Budget Update	<p>MD advised that the accountant will meet with Directors who hold a designated role on the Board to provide clarity on exactly what was spent on Caradogfest in 2022. MD confirmed that we still do not have an accurate figure so he go through the figures and will also prepare this year's accounts which will be presented to the Board.</p> <p><b>The Board agreed that this was a positive course of action.</b></p>		
Caradogfest Application for Funding	<p>The wider Board was advised of the letter that had been sent to the CaradogFest Steering Committee on xxxx advising that Our Aberdare could not support the event based on the proposal put forward for 2023 as the plans again included full road and also some car park closures. As we also did not have a clear and transparent picture of what was committed by the previous Board of Our Aberdare to the 2022 event, then we were not able to commit to any funding for this year.</p> <p>Their response meant that we asked for a meeting with members of the Steering Group Committee and AWe advised that MD, AWe, herself and DT had met prior to this Board meeting with Father Robert and David Manning from the Steering Committee of Caradogfest so that we could explain our position. We wanted to be able to voice our concerns without other members of the Steering Group present. The meeting was very positive and we had a revised plan to proceed with the event that would be beneficial for Caradogfest and for the town because it would mean no road and limited car park closures.</p> <p>We said that based on the events that Our Aberdare has delivered on Library Square with no road closures and no issues, then when we go to the <b>Events Safety Advisory Group (ESAG)</b> for guidance, hopefully they will confirm that the area being barriered off is ample for the event. We have proven that even though the demographic of the events that have been held by OAL has been young children, they can be safely delivered.</p>		

AGENDA ITEM	DISCUSSION	AGREED ACTION PERSON/PEOPLE	BY (DATE)
<p>Caradogfest Application for Funding Con't</p>	<p>Father Roberts and Dave Manning did not seem aware that this was an option as they had been told that the Council insisted on road closures.</p> <p>DN advised the Board that as part of his role, he is included in the consultations of ESAG and there is an opportunity for him to feedback any relevant information to ESAG which is a real help.</p> <p>On questioning over potential visitor numbers, Dave Manning confirmed that they did not really anticipate the 12,000 plus visitors that they had based their ESAG assumptions on.</p> <p>If, in future years the event grows, then this can be revisited. DN confirmed that last year as Caradogfest had left it so late to put their proposals to the Council, the Council was put under considerable pressure to agree the plans.</p> <p>We have been clear that OAL cannot commit to anything other than what we will put on to enhance the event e.g. stalls in Commercial and Market Streets, events throughout the town, that will be our contribution towards the event. The Directors present at the meeting with the Steering Group confirmed that they had felt for Father Robert and Dave Manning as clearly they had been given misleading information. All who were at the meeting agreed that it is in all of our best interests to support the event; however, we cannot support it if the whole of the town was going to be closed because of the detriment that would cause to the levy payers.</p>		

AGENDA ITEM	DISCUSSION	AGREED ACTION PERSON/PEOPLE	BY (DATE)
<p>Caradogfest Application for Funding Con't</p>	<p>As a Board, we are elected to make the right decisions for our levy payers. Unless they agree to revise their plans, we are stuck in the invidious position where we cannot support it at all.</p> <p>AWa confirmed that her discussions with levy payers have indicated that they believe that Caradogfest had a significant amount of funding from OAL in 2022 and there would be a backlash should OAL support road closures and offer funding for the event which would, in essence, be the death of OAL.</p> <p>It was confirmed that the meeting ended on an extremely positive note, that we agreed that we would work together to create a safe and great event throughout the town and that OAL recognised that it was a large event to deliver without full time resources and offered that we would fund a temporary Events Manager to deliver the event for the town. OAL expressed concern to the Steering Group that there has been no real advertising of the event, very little seems to have been done to promote it and to grow it to attract a wider audience.</p> <p>Everything that happens in our town centre needs to be a success so that we can build, year on year, on our reputation and encourage footfall. It is our sole remit as OAL that we show our levy payers that they are getting good value for money for their membership.</p> <p>MD explained that we had advised Father Robert and Dave Manning that the Board of OAL is a democratic board and that we vote on issues that are in the best interests of the town as a whole and they were appreciative of that. It was difficult at times during the meeting to get across that we are all here for the same thing and that we needed to find common ground to work together in a way that is not detrimental to our businesses. Father Robert understands this and has voiced this in Steering Group meetings.</p> <p>Caradogfest is unique to Aberare and it needs to be an event in the interest of the town. It was agreed that a further meeting would be held with the Steering Group to clarify some issues.</p>		

AGENDA ITEM	DISCUSSION	AGREED ACTION PERSON/PEOPLE	BY (DATE)
Caradogfest Con't	<p>No figure has been provided in terms of what they are seeking and no clarity on what funding will be spent on, nor what the festival will cost to deliver. OAL is not a funding organisation; we exist to make the town better. We advised them that we did not make these decisions lightly and that it is with a heavy heart that we sent the letter; it is clear that they appear to have been overfunded in the past and we do not know what that funding was spent on. This Board is answerable to BID levy payers; Caradogfest is not.</p> <p>What we are asking them for is appropriate - this is levy payers' money and due diligence has to be undertaken. We have been asked for money; we have asked what the money will be used for, and we have not received any answers.</p> <p>We already know that there will be backlash if there are road closures.</p> <p><b>The Board agreed that we would not offer financial support until we had the full picture.</b></p>		
Governance Training	<p>AWa will provide the contact details of Trish to DT to organise training. Directors must attend. Representatives of RCT BC can also attend.</p> <p>17:00 - 19:00 on a Wednesday suits Directors and it will be a working buffet session.</p>	DT	ASAP
360* Review	<p>MD sought views on the feedback. The Board agreed that it was a positive reflection of where we are and</p> <p><b>Challenge Headings</b></p> <ol style="list-style-type: none"> <li>1. Challenges that can be addressed through internal actions and with little resource implications e.g: <ul style="list-style-type: none"> <li>• Communications</li> <li>• Management accounting</li> </ul> </li> <li>2. Challenges that involve more complex planning but are in Our Aberdare's gift</li> <li>3. Challenges that require action / involvement from partners</li> </ol> <p>DT agreed to put the actions under the challenges highlighted by the presentation so that we can draft our action plan.</p> <p>He Means feedback was useful in the meeting with the Caradogfest Steering Committee as we could clearly set out our stall and responsibilities and advise that this was in the interest of the town.</p>	DT to create action plan	31/05/2023

AGENDA ITEM	DISCUSSION	AGREED ACTION PERSON/PEOPLE	BY (DATE)
Community Warden Update	<p>There are still issues at the bus station, but it is being managed. It is sad that older people are frightened to catch a bus as they do not feel safe. The Community Wardens are assisting and are advising that they are there to help them and that people should not be frightened to come to town. They plan to be in the town in the morning and afternoons when the schools are opening and closing and work with the PCSO's as well. Aberdare is their hotspot.</p> <p>They will keep an eye on the area between Commercial Street and Market Street as this is a known problem area and the Council is not able to close the gates. The Board acknowledged that the Community Wardens are covering the whole of the Cynon Valley and only two of them are on shift at any given time. Additional CCTV cameras have been installed in the Bus Station and older cameras have been replaced so that the quality of the recordings is better. The benches have been removed to prevent gatherings.</p>		
Store Net / Pub Watch	<p>This is coming back to Aberdare and the BID will pay for it as it means that all traders will have links to each other to warn of potential problems throughout the town. The initiative may act as a street to potential thieves / troublemakers as they will know that they are being tracked. We need to ensure that we have an adequate supply of radios for this to be effective with advice being sought on the optimum number of radios for effectiveness.</p> <p>There should be some promotional material for shops to display.</p> <p>RC confirmed that with Pub Watch they have use of an app that enables notes to be made of any concerns and these are then shared. It would be helpful for shops to have the same facility.</p> <p>AWa to email Pub Watch about the metal detectors for pubs.</p>	<p>DN to ask CCTV Manager for their view on number of radios that is appropriate</p> <p>AWa</p>	<p>07/06/2023</p> <p>31/05/2023</p>

AGENDA ITEM	DISCUSSION	AGREED ACTION PERSON/PEOPLE	BY (DATE)
CORE Building Update	<p>Awa confirmed there is an appetite within the Means to support the BID to submit a funding application through the Shared Prosperity Fund (SPF). Clarity is being sought on whether the continuation of the CORE as a community resource meets the element criteria for SPF revenue funding. The other elements only provide capital funding.</p> <p>The Board expressed its concerns if the CORE cannot be approved for the SPF then it would be a huge shame if the building was to close. Due to the short period of the initial funding provided to the CORE, it did not give it enough time to bed in and become self-sufficient. We have been unable to promote it as we have no certainty over the future.</p> <p><b>The Board agreed to approach Brinson's and request an extension of the lease until 30 June 2023. The income from Barclays Bank will pay for the rent so there will be no impact on the BID's finances.</b></p> <p><b>The Board agreed that Barclay's needed to be provided with notice should funding not be secured.</b></p>	<p>Awa to email Brinson's to request extension</p> <p>AW to advise Barclays as soon as we know outcome</p>	10/05/2023
Hanging Baskets	<p>Awa asked the Board for views on purchasing and installing hanging basket brackets for all businesses with the businesses responsible for purchasing the hanging baskets if they so wished.</p> <p>JC advised that the best supplier would be Old School Nursery based in Ystradfellte as the prices and quality were good.</p> <p>The issue will be watering the baskets as they need to be high enough to avoid being damaged. The brackets could be multipurpose and used for Christmas Trees, baskets and flags.</p> <p><b>The Board agreed that we should explore this further.</b></p>		
Board Meet and Greet Events	Meet and Greet event Tuesday 23 May 2023 17:30 - 19:30. We will put feedback from the 360* review. All levy payers will be invited.	All to attend if available	
Any Other Business	<p><b>Christmas</b></p> <ul style="list-style-type: none"> <li>Confirmed for 30 November 2023</li> <li>Parade through the town with a Jazz Band booked. We propose a fair and reindeer</li> </ul>		

AGENDA ITEM	DISCUSSION	AGREED ACTION PERSON/PEOPLE	BY (DATE)
	<ul style="list-style-type: none"> <li>Christmas Trees have been ordered for the Town and the Market and the Market will put both trees up</li> <li>Looking at additional lights and the holders to go onto lampposts to hold trees</li> <li>Aberdare is doing its own event with a financial contribution from the Council and we will link with ESAG - we are not having the Council offering</li> </ul> <p><b>Handyperson</b> AWa to get a contact who could assist with jobs around the town centre.</p> <p>Vacant Property Update <b>4-5 Market Street</b> - second letter has been issued</p> <p><b>Siloah Chapel</b> - response received from the owner and a meeting will be held with them to discuss the building and its condition etc</p>		
<b>Date of Next Board Meeting</b>	<b>Wednesday, 7 June 2023 17:30 - 19:00 CORE Building</b>	Board	

<b>ACTION POINTS February - May 2023</b>			
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	Dates are set for 14 and 28 June 2023 17:00 - 19:00 at the CORE
	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
	ALL to attend feedback session on Wednesday 25 April 2023 12:00 - 14:30	25/04/2023	YES



<b>Logo/Website/ Branding</b>	It was agreed that the <b>Board</b> would “tweak” the logo to give it a fresh look and feel but that the core construct of it would remain the same.	<b>April 2023</b>	
	<b>AWa</b> to obtain simple tender specification for website design and delivery	<b>08/03/2023</b>	<b>YES</b>
	<b>DT</b> to seek tenders from 3 local companies for website	<b>01/04/2023</b>	<b>Not complete as needs to form part of our action plan</b>
<b>Caradogfest</b>	<b>AWa</b> to invite <b>CR</b> to the next Board meeting and to request a detailed application from <b>CR</b> by 23/02/2023	<b>08/02/2023</b>	<b>YES</b>
<b>Business Crime Reduction Partnership</b>	<b>AWa</b> will confirm the Board’s decision to the <b>BCRP</b>	<b>06/02/2023</b>	
<b>Levy Member Letter</b>	<b>MD</b> will seek agreement for the letter at the next Board meeting	<b>08/03/2023</b>	<b>YES</b>
<b>Meet the Board</b>	Dates to be agreed and all to attend	<b>08/03/2023</b>	<b>YES - FIRST EVENT 23/05/2023</b>
<b>Budget Update</b>	<b>AWa</b> to contact accountant to ask that they attend the Board Meeting on 3 May 2023	<b>18/04/2023</b>	
<b>CaradogFest</b>	<b>DN</b> to speak with contacts in planning to determine requirements for lightpost banners	<b>21/04/2023</b>	
	<b>AWa</b> to email <b>Craig Roberts</b> for the proposal for Caradogfest funding as nothing has been received by the Board	<b>14/04/2023</b>	
<b>Pub Watch - Metal Detecting Wands</b>	<b>AWa</b> and <b>RC</b> to arrange number of wands required and purchasing and distribution of same	<b>30/04/2023</b>	
<b>Actions Update</b>	Responsible individuals to email <b>DT</b> to confirm if actions have been completed.	<b>01/06/2023</b>	
<b>Governance Training</b>	<b>AWa</b> will provide the contact details of <b>Trish</b> to <b>DT</b> to organise training. Directors must attend. Representatives of <b>RCT BC</b> can also attend.  17:00 - 19:00 on a Wednesday suits Directors and it will be a working buffet session.	<b>31/05/2023</b>	<b>YES - SESSIONS ON 14<sup>TH</sup> AND 28<sup>TH</sup> JUNE 2023</b>
<b>Means 360* Review</b>	<b>DT</b> will create a draft action plan from the feedback	<b>31/05/2023</b>	<b>YES - DRAFT COMPLETE</b>
<b>Store Net / Pub Watch</b>	<b>DN</b> to seek clarity from <b>RCT CBC</b> on the number of radios that would provide optimum cover throughout the town for traders	<b>04/06/2023</b>	
	<b>AWa</b> to chase up wand metal detectors for pubs	<b>04/06/2023</b>	
<b>CORE Building Update</b>	<b>AWa</b> to request an extension of lease to 31/05/2023 from <b>Brinson’s</b>	<b>10/05/2023</b>	
	<b>AWa</b> to advise <b>Barclay’s</b> of the situation once we are aware of what is happening with funding	When we are aware of <b>SPF</b> outcomes	
<b>Board Meet and Greet</b>	All to attend if possible on 22 May 2023 at the <b>CORFE</b> . 17:30 - 19:30	<b>22/05/2023</b>	<b>YES - GOOD EVENT</b>