



**BOARD MEETING
MINUTES
WEDNESDAY 7 JUNE 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
Karen Endicott	KE	Board Member	Baguette Express
Jack Harries	JH	Board Member	Senedd

IN ATTENDANCE	INITIALS	REPRESENTING
Darren Notley	DN	RCT CBC
Leanne Burden	LB	RCT CBC
Rhys Moore	RM	Community Warden
Callum Philp	CP	Community Warden

APOLOGIES	INITIALS	POSITION	REPRESENTING
None Received			

AGENDA ITEM	DISCUSSION	AGREED ACTION PERSON/PEOPLE	BY (DATE)
Welcome and Introductions	MD welcomed all to the meeting.		
Agreement of Minutes	The minutes of the Board Meeting on 3 May 2023 were agreed.		
Actions Update	Responsible individuals to email DT to confirm if actions have been completed.	All	15/06/2023

AGENDA ITEM	DISCUSSION	AGREED ACTION PERSON/PEOPLE	BY (DATE)
Matters Arising	<p>Pubwatch: Meeting held on 7 June 2023 – a very positive meeting. Only 2 pubs are not engaged and they are allowing people who are barred to drink there. Andy Jenkins, Pubwatch Manager is going to speak with them as this is causing issues for the other pubs.</p> <p>We cannot purchase the metal detecting wands as this matter is with the police – overall the Cynon Valley is now “behaving”. However, over the Coronation Weekend there were 16 violent incidents reported, 5 of which involved the same person in Aberdare Town Centre.</p> <p>The Board will support a music festival in the pubs – we must remember that they are some of our biggest levy payers due to the size of the premises. It was suggested that the manager of JACS may be prepared to take this on and book bands for different venues due to her experience and her contacts in this field.</p> <p>Action: AWa to meet JACS Manager</p> <p>Storenet: This is yet to be set up but the manager looks after Aberdare, Pontypridd and Merthyr so it is a mammoth task.</p> <p>The Board agreed that it needs to support the town as a whole; its day time and its night-time economy.</p>	AWa	30/06/2023
Eisteddfod Proclamation Event 24 June 2023	<p>AWe updated that she and LB attended the initial meeting with the organising committee. AWe was advised to contact Louise Davies and Simon Gale in the Council. AWe emailed them Louise Davies indicated that the Council would only be involved with road closures. AWe confirmed that the Council is not doing anything to celebrate the event in terms of bunting etc; this is also the case with the Eisteddfod Committee.</p> <p>Katie Hall has banners. The Community Warden has spoken with Community Cleaning, and they have agreed to blitz Commercial Street, Market Street and Victoria Square (the procession route) in the days before the event.</p> <p>In terms of the building on Market Street which is ensconced in hoarding, the meeting discussed whether something could be done with the hoarding as it is an eyesore.</p>		

AGENDA ITEM	DISCUSSION	AGREED ACTION PERSON/PEOPLE	BY (DATE)
<p>Eisteddfod Proclamation Event 24 June 2023 Con't...</p>	<p>DN confirmed that the Council was in dialogue with the owners of the building. He stated that if there was something specific that the BID wanted to do then RCT would contact the owners to ask if this was in order.</p> <p>Action: DN/LB to contact the owners to get their permission.</p> <p>AWe confirmed that the Market is putting on some craft stalls, food, music and doing Welsh cream teas. It is important that Victoria Square and Commercial Street have something. Bunting and flags need to be installed. The bunting must be 16'7 high and cannot be placed on street lighting columns. DN confirmed that we do not require permission to do this. The bunting would need to be attached to metal eyelets on the buildings.</p> <p>Action: It was agreed that Board members would look at the best way to be able to do this.</p> <p>AWa advised that she has been given a contact name of someone who could assist with placing eyelets on building. AWa agreed that she would get in contact with the individual.</p> <p>Action: AWa to contact James (Surname?)</p> <p>Action: AWe stated that she would ask the Market Manager whether his team would help with putting flags up.</p> <p>It is important that we make a big deal out of this. The flower pots will be replanted for the summer; we will review these for next year due to the previous damage of the planters. It was confirmed that we could not source an individual to water hanging baskets had we been able to check the viability of the brackets for them. MD confirmed that we had sought three tenders for the replanting of the pots and that we had gone with the most viable option which will cost a maximum of £2500 – some half of what was previously paid. As far as governance is concerned this was all done correctly with Directors voting on the appropriate tender.</p> <p>The use of artificial flowers for hanging baskets was discussed but these are not cheap and would fade in time.</p>	<p>DN/LB</p>	<p>09/06/2023</p>

AGENDA ITEM	DISCUSSION	AGREED ACTION PERSON/PEOPLE	BY (DATE)
<p>Eisteddfod Proclamation Event 24 June 2023 Con't...</p>	<p>It was agreed that Commercial Street needs some activities. It was agreed that any entertainment needs to be based in the area where the benches are at the bottom of the street.</p> <p>AWe is meeting Katie Hall next week. The Proclamation announces what the competitions are for 2024. There is a talk about the history of the Eisteddfod but nothing else.</p> <p>There is nothing happening in the Ynys (the end of the procession) after the proclamation has been made so we need to have events happening so that the people following the procession come back to town. The market quarter events are from 10:00 – 17:00.</p> <p>All present agreed that it was very frustrating that there was very little information from the National Eisteddfod for Wales.</p> <p>Action: DT to approach Nadine Citric-Williams who is part of a brass band and a choir to see if they were free on the day as they could perform on Commercial Street</p> <p>AWe advised that Aberdare Community School is doing a project related to the Market and the Eisteddfod. It is believed that the Eisteddfod are engaging with community groups and schools but they are not sharing that information. AWe has badges, posters and lanyards that can be placed throughout town to indicate traders who can converse in Welsh or are learning. AWe said that when she and LB attended the meeting with the Eisteddfod, they were looked down on as they needed headphones to translate. This is disappointing when they want people to engage with the Welsh language. It was agreed that we would do the easiest things too get the maximum impact, given that there was no information and very little time.</p> <p>Action: Flags and Bunting to be placed around the town</p>	<p>DT</p>	<p>09/06/2023</p>
<p>Budget Update</p>	<p>MD advised that AWe, AWa, DT and herself met with the accountant because we needed to view the end of year accounts. He presented a provisionally prepared set of accounts, and he wanted us to sign them but MD was not happy to sign them as there was a lot of information that we did not have information for. He guaranteed that no BID money was used for anything in the CORE.</p>		

AGENDA ITEM	DISCUSSION	AGREED ACTION PERSON/PEOPLE	BY (DATE)
Budget Update Con't	<p>We needed to know more about the true figure of Caradogfest so he is looking in to that. MD needed to speak with Directors in confidence at the end of the meeting.</p> <p>Action: DT to email the minutes of the meeting to the accountant and to ask him to sign a copy of the minutes to confirm that no BID money was spent on the CORE project.</p>	DT	30/06/2023
Caradogfest	<p>AWe advised that the Market Quarter was still putting on an event on 8 July 2023. There is a TENS license in place for the market car park. There will be stalls and music.</p>		
360* Review	<p>DT presented the Action Plan with challenges placed under the three headings below.</p> <p>Challenge Headings</p> <ol style="list-style-type: none"> 1. Challenges that can be addressed through internal actions and with little resource implications e.g: <ul style="list-style-type: none"> • Communications • Management accounting 2. Challenges that involve more complex planning but are in Our Aberdare's gift 3. Challenges that require action / involvement from partners <p>One key issue with events is that we review what is happening around us and promote and enhance those events where we can. Events need to be inclusive for all levy payers – e.g. Fiverfest did not work for many and it was a lot of work for very little return. The Board needs to have a project management approach to running events so that nothing is missed and this will make events easier to manage.</p> <p>We are committed to providing a directory of services / information pack for businesses to call upon – all too often we are looking for people to help with building works, electrical works etc and it would be great to have a central resource that can be shared with levy payers so they know who is out there in the community and how they can help.</p> <p>It is important that all board members review the action plan and comment on it.</p> <p>Action: Board members to review and come back to DT with any comments. The presentation is attached to the email with the minutes of the meeting.</p>	All	30/06/2023

AGENDA ITEM	DISCUSSION	AGREED ACTION PERSON/PEOPLE	BY (DATE)
<p>Support for Businesses (Grants etc)</p>	<p>AWa said that she would circulate the support that was available through the Senedd to levy members. There would also be a link to the new grants page for RCT. The Board agreed that the process for applying for grants needed to be simplified as small, independent business owners often do not know where to start or how to access grant funding.</p> <p>The BID should provide support to members on this. We need to review the model that has been used by Pontypridd for grant funding.</p> <p>DN said that there were now 4 different types of grants – aimed primarily at property but with an element of business growth. Businesses need to assess what they want to do, and the Council can help identify which grant is the most appropriate. Within Regeneration there is a team that sends out the forms and assesses the applications.</p> <p>DT said that she had found the grant application process frustrating because of the requirements – the process needs to be simplified because often small business owners do not have the time, know how or energy to jump through the hoops to gain a small amount of funding. It would help (as she had suggested) if the Enterprise Support team came and spoke with a group of small business owners so that the process could be simplified. Of course, there is a need for due diligence and audit, but the process inhibits the ability of small businesses to apply.</p> <p>It is felt that large businesses have the advantage as they have teams who write grant applications all the time, and this then makes it even more of a challenge for small, independent businesses. Grant officers can advise based on the portfolio of grants. Business owners need to have a clear idea of what they want to do and whether those grants are applicable to what you want to do. CP reported that she had a very good conversation with someone in the team.</p> <p>Action: AWA to send an email to all businesses on grant funding</p> <p>Action: DN to feedback the views of the Board to a management meeting on 9 June 2023.</p>	<p>AWa</p> <p>DN</p>	<p>15/06/2023</p> <p>09/06/2023</p>
<p>Board Meet and Greet Event</p>	<p>The event went well; there were about 9 attendees and it was positive. Mark Adams attended, was very engaged and gave us quite a lot of information that we did not have. AWa was excellent in the tone and context in which she delivered the facts; all agreed that this was easy when you are telling the truth about what has happened. Two more individuals have signed up as voluntary levy payers.</p>		

AGENDA ITEM	DISCUSSION	AGREED ACTION PERSON/PEOPLE	BY (DATE)
<p>Board Meet and Greet Event</p>	<p>One person who was disgruntled attended and he was won over as he realised that we are doing our utmost for the benefit of the whole town.</p> <p>Caradogfest was discussed and the truth was told that the organisers had no money to put the event on, had not engaged in anyway with the Council over road closures, not engaged with traders, had not made appropriate applications to any funding bodies for support and had not reviewed the last event to see what could be done to make it more of a success. The meeting in August 2022 was a barometer of how traders felt, and the Steering Group should have taken that on board and listened.</p> <p>In addition, having held a very positive meeting with 2 members of the Steering Committee and suggested several options to make the event happen this year, they paid lip service to Our Aberdare Limited. This is a huge shame as the event could have gone ahead. The Steering Group also gave false and misleading information on why they had cancelled the event, blaming traders for objecting to road closures. This was particularly disingenuous as had they applied for road closures, and they had been granted, traders could not have objected to them!</p> <p>The Board discussed holding a town wide musical festival in 2024 branded as Caradog Music Festival.</p>		
<p>Community Warden Update</p>	<p>Calum Philp presented a proposal for First Aid grab bags to be sited at strategic locations in businesses throughout the town so that first responders to an emergency had access to first aid supplies. CP presented a list of possible locations and prices. The bag itself is £32 on Amazon but we could source it elsewhere and it can be branded with Our Aberdare logo. Heavy duty name tags will identify which business it belongs to. It would be good to have a person responsible for refilling when they are used. We need to have every area of the town covered.</p> <p>A gazebo would be useful for inclement weather to protect the casualty whilst waiting for assistance.</p> <p>It was agreed that this is a “must do” and that it would assist the night time economy as well.</p> <p>DN agreed to contribute £500 towards the cost from RCT.</p> <p>RM and CP said they were happy to distribute the bags once purchased and advise on their purpose and use.</p>		

AGENDA ITEM	DISCUSSION	AGREED ACTION PERSON/PEOPLE	BY (DATE)
	<p>Concern was raised over passers by being sued if treatment was provided.</p> <p>RM confirmed that the Good Samaritans Act prevented this now if you are acting in the persons best interest and to the best of your ability.</p> <p>Premises that house the bags would have window stickers and we will contact the Ambulance Service and give them markers. We can also place the information on the website along with the location of the defibrillators.</p> <p>Action: Bags and contents to be purchased and distributed with information on their use.</p> <p>Action: Community Wardens to distribute.</p>		
<p>Governance Training</p>	<p>2 sessions will be held as follows at the CORE venue:</p> <p>Wednesday 14 June 2023 17:00 – 19:00 - cancelled</p> <p>Wednesday 28 June 2023 17:00 – 19:00 – all to attend</p> <p>It is vital that all attend as we need to have governance in place – we have started this but we need to have the training.</p> <p>Action : All to attend</p>	<p>ALL</p>	<p>28/06/2023</p>
<p>CORE Building Update</p>	<p>AWa confirmed that the building would be vacated on 30 June 2023. She has contacted everyone who uses the building to advise them. The contents of the building are assets of Our Aberdare Ltd so we need to keep what we need for new premises and liquidated the remainder as this will give us additional funds.</p> <p>The criteria for the SPF funding did not match the building’s purpose and therefore, as it was not able to sustain itself without funding, regrettably the building must close. This is devastating as with the funding; it could have worked to become self sufficient enough to operate in the future without the reliance on funding. It would also have to be properly resourced to continue.</p> <p>Action: All assets to be liquidated. Inventory to be taken and prices to be agreed on assets.</p>	<p>MD/DT</p>	<p>17/06/2023</p>

AGENDA ITEM	DISCUSSION	AGREED ACTION PERSON/PEOPLE	BY (DATE)
Store Net / Pub Watch	AWa reported that at the meeting earlier that day, Andy Jenkins had said that shoplifting is rife and it is not people from the local area who are committing it.		
Any Other Business	<p>Anchor Building AWa stated that Jim Bradley was still talking about a large “anchor store” in town. DN advised that he would be able to have his say, along with all others, as part of the regeneration strategy. The view of the Board is that we already have Wilko’s, B&M, Iceland, Bon Marche, Peacocks and Argos and that lots of towns thrive with independent businesses and that Aberdare does not need any more big stores.</p> <p>Food Festival AWa stated that she had received lots of emails from traders and that she would be reviewing the date on 8 June 2023 as we need to confirm it as soon as possible. It is likely to be 23 September – once we have dates set in stone then we will be able to have them set in stone.</p> <p>Action: AWA to review date and set it</p>	AWa	08/06/2023
Date of Next Board Meeting	<p>Wednesday, 5 July 2023 17:30 – 19:00 CYNON LINC</p>	Board	

ACTION POINTS February - May 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	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
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	Not complete as needs to form part of our action plan
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	YES
Meet the Board	Dates to be agreed and all to attend	08/03/2023	YES – FIRST EVENT 23/05/2023
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 lamppost 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	
Actions Update	Responsible individuals to email DT to confirm if actions have been completed.	01/06/2023	
Governance Training	AWa will provide the contact details of Trish to DT to organise training. Directors must attend. Representatives of RCT BC can also attend. 17:00 – 19:00 on a Wednesday suits Directors and it will be a working buffet session.	31/05/2023	YES - SESSIONS ON 14TH AND 28TH JUNE 2023
Means 360* Review	DT will create a draft action plan from the feedback	31/05/2023	YES – DRAFT COMPLETE
Store Net / Pub Watch	DN to seek clarity from RCT CBC on the number of radios that would provide optimum cover throughout the town for traders	04/06/2023	
	AWa to chase up wand metal detectors for pubs	04/06/2023	
CORE Building Update	AWa to request an extension of lease to 31/05/2023 from Brinson’s	10/05/2023	YES
	AWa to advise Barclay’s of the situation once we are aware of what is happening with funding	When we are aware of SPF outcomes	YES

	MD/DT to produce inventory and price assets up for selling	17/06/2023	
	AWa to contact Cynon Linc for venue for Board meeting on 5 July 2023	09/06/2023	YES
	DT to contact other premises for permanent space for the BID	17/06/2023	
Board Meet and Greet	All to attend if possible on 22 May 2023 at the CORFE. 17:30 – 19:30	22/05/2023	YES – GOOD EVENT
Eisteddfod Proclamation Event 24 June 2023	DN/LB to contact the owners to get their permission for the hoarding on Market Street to be covered	09/06/2023	
	Board Members to review how best to place bunting around town	09/06/2023	
	AWe to speak to Market Manager about whether his team can help position bunting and flags	09/06/2023	
	Speak with Choir and Band to see if they can perform	09/06/2023	
	Seek volunteers for placing flags and bunting	17/06/2023	
Budget	DT to email minutes of 3 May 2023 to Accountant and ask that they are signed	30/06/2023	
360 Degree Review / Action Plan	Board to review and send comments to DT	30/06/2023	
Support for Businesses	AWa to send an email to all businesses on grant funding	09/06/2023	YES
	DN to feedback the views of the Board on Grant Funding to a management meeting on 9 June 2023.	09/06/2023	YES
Grab Bags (First Aid)	Community Wardens to purchase Grab Bags and contents	30/06/2023	
	RM/CP to distribute Grab Bags and provide information on usage	30/07/2023	
Food Festival	AWa to review date, set it and send out Events Calendar	08/06/2023	