



**BOARD MEETING
MINUTES
WEDNESDAY 5 JULY 2023**

PRESENT	INITIALS	POSITION	REPRESENTING
Michele Davies	MD	Chairperson	Windsor Jewellers
Amanda Webber	AW	Vice Chairperson	Wool, Pantri and Anrhegion Cymreig, 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

IN ATTENDANCE	INITIALS	REPRESENTING
Leanne Burden	LB	RCT CBC

APOLOGIES	INITIALS	POSITION	REPRESENTING
Karen Endicott	KE	Board Member	Baguette Express
Jack Harries	JH	Board Member	Senedd
Darren Notley	DN	Attendee	RCT CBC
Joy Carter	JC	Board Member	Flowers by Joy

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 7 June 2023 were agreed.		
Actions Update	Responsible individuals to email DT to confirm if actions have been completed.	All	15/07/2023

AGENDA ITEM	DISCUSSION	AGREED ACTION PERSON/PEOPLE	BY (DATE)
Matters Arising	<p>Storewatch</p> <p>AWa advised that Andy Jenkins still has not been employed by BCRP.</p> <p>Action: AWa to chase up.</p> <p>Brackets for Buildings for Christmas</p> <p>This is in progress and brackets need to be in situ by end of August 2023 as we will be in a better position to concentrate on other matters once these are in place.</p> <p>Action: AWe to speak with the Market Manager about brackets on Market Street</p> <p>Grant Funding</p> <p>An email was sent to all BID members advising them of available funding. LB advised that one of the team may be available to come out and run a workshop for businesses on grant funding.</p> <p>Action: LB agreed to chase up any applications that have been submitted and not received any acknowledgment.</p> <p>Action: LB to speak with the Grants Team to see whether a workshop could be held to support businesses.</p> <p>First Aid Grab Bags</p> <p>Action: DT to email Callum Philp and Rhys Moores about getting these purchased and in place.</p> <p>Metal Detecting Wands</p> <p>We are still waiting for Pub Watch to get back to us.</p> <p>Hanging Baskets</p> <p>MD spoke with an individual who does the baskets through Hirwaun and Penderyn who is willing to put up the hanging baskets and water them for 2024. MD will update the next meeting. His concern is that he would be fined for parking – this will be followed up. He will give us a quotation for 50 baskets.</p>	<p>AWa</p> <p>AWe</p> <p>LB</p> <p>LB</p> <p>DT</p> <p>MD</p>	<p>03/08/2023</p> <p>03/08/2023</p> <p>03/08/2023</p> <p>03/08/2023</p> <p>03/08/2023</p> <p>03/08/2023</p>
Budget Update	<p>MD reported that the budget is fine and more than healthy. A claim for VAT has been made that will be coming back in to the BID. MD advised that there were a few confidential budget issues that needed to be discussed at the end of the meeting with Directors.</p> <p>Action: Directors only to stay after the meeting for confidential discussion.</p>	Directors	

AGENDA ITEM	DISCUSSION	AGREED ACTION PERSON/PEOPLE	BY (DATE)
<p>Eisteddfod Proclamation Event Feedback</p>	<p>AWe reported that the feedback from the town and the Community was really positive. The Eisteddfod Committee said that it was the most welcoming procession they had ever experienced. One of the Druids said it was the best one in her 15 years as part of the procession. It was agreed that if we had not done anything, they would have processed through a very different town with nobody supporting or spectating. The input from the Eisteddfod was zero.</p> <p>It was agreed that if the BID and the Market Quarter had not pushed this forward then in spite of the Eisteddfod planning this since 2018, nothing came from them at all. The positive comments, the photographs all show Aberdare in a good light and that is what we are trying to achieve. SJ remarked that there had been no positive comments about Commercial Street for years and that this event had changed that, and we need to build on this momentum.</p> <p>AWe said that it felt frustrating as it was like Caradogfest – we were putting on and paying for an event that was not our event and that we had no control over, either. However, the positives are that town, with the flags, flowers and bunting looks great for the Summer and this has been a catalyst for future events. It was commented that businesses who have been reluctant to get involved wanted a flag and became more engaged. The Board gave credit to James Prew for getting flags, banners and bunting put up for event.</p> <p>It was commented that businesses who have been reluctant to get involved wanted a flag and became more engaged. The Board gave credit to James Prew for getting flags, banners and bunting put up for event.</p> <p>It was agreed that this had changed people’s perspective and that is a positive takeaway from the event.</p> <p>As the Eisteddfod is expecting Cynon Valley to raise £96,000 as its contribution to the Eisteddfod in 2024, it was very disappointing that its committees failed to do anything or engage with us for the Proclamation. We had no merchandise despite asking for it. The Eisteddfod will be held in Pontypridd.</p>		
<p>BID Base Update</p>	<p>The CORE building closed on 30 June 2023. Whilst this was exceptionally disappointing in a number of ways, the fact that it is no longer operating allows the Board to concentrate on why the BID exists i.e. to support the regeneration of the town and support levy payers. The CORE has taken an inordinate amount of attention as we tried to understand the finances etc.</p>		

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BID Base Update Con't	<p>We have moved the assets that we could into storage as the assets now belong to the BID. These are items that we will decide whether we need to keep, or we can sell them to generate a small income for the BID. We have the money for storage so if we buy items for events, we have a facility for them to be stored and easily accessed and this reduces the costs of hire. For example, to hire barriers is around £300 per event so if we buy them and store them, we will also be able to hire them out as well.</p> <p>MD confirmed that all the data for the CORE is stored safely and correctly with South Wales Computers.</p> <p>There is a lot of equipment that we need to make decisions on. The printer was disposed of properly as it was defunct.</p> <p>AWa reported that we were presented with a utility bill from Brinson's which had to be paid for c£2,500.</p> <p>We have a clean start now. The landlord has come out of this with a brand-new building funded by public money. This is the real shame of the whole project as the building was never going to work for the purpose it was designed for i.e. co-working space. It was badly managed and badly conceived from the start and that the CORE should have been a totally separate legal entity with its own bank account from the BID.</p> <p>The only two issues that are outstanding are the TV licensing and the trade waste bins. DT confirmed that she has written to both and is waiting on responses.</p>		
Governance Training	<p>Date: Wednesday 26 July 2023 Time: 17:00 – 19:00 – all to attend. Venue: Cynon Linc</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>	ALL	
Board Membership - Directors and invited partners	<p>It was agreed that we would be able to address this item following the Governance Training.</p>		
Board Meeting Format	<p>MD advised that going forward the meetings would possibly be split into general business that all could attend and then the second part of the meeting would be for reserved / confidential business that was for Directors only. It was important to maintain the partnership working with RCT, Community Wardens, other external organisations etc.</p>		
Events Calendar Confirmation 2023 and 2024	<p>19 August 2023 – Music Festival</p> <p>9 September 2023 – Food Festival</p>		

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<p>Events Calendar Confirmation 2023 and 2024 con't</p>	<p>3 September 2023 – Fun Day for 60th Anniversary of the Library</p> <p>30 November 2023 – Christmas Light Switch On and Parade</p> <p>Every Thursday in Summer Holidays – Summer of Fun – to be held at Library Square as this is the best area for these events. It will be barriered off every Thursday to make safe.</p> <p>Bollards: The possibility of having rise and fall bollards in Commercial and Market Streets was discussed.</p> <p>Library 60th Anniversary Celebration It was agreed that we would support the Library with their celebrations as this is such an important asset for the town.</p> <p>Ideas Discussed</p> <ol style="list-style-type: none"> 1. an Aberdare Book Festival where people could dress as their favourite characters like, World Book Day 2. Sourcing local authors to come and support the event – the teacher from Town Church in Wales Primary who has written a book about Aberdare and Gwyn Morgan 3. Reading corners 4. Pictures of the town and shops as they looked 60 years ago 5. Feature what the traders are reading today, for example. <p>There is a plethora of great ideas being suggested.</p> <p>AWe said it would be great to get together with the whole community so that we have a complete calendar of events so that we are not duplicating and can support these events throughout the whole town.</p> <p>Christmas 2023 – there will be a Victorian Fair on Library Square, a parade through town with jazz band, floats, reindeer etc. The biggest issue for floats will be insurance. We need a “star” to turn on the Christmas lights and someone to do some PA work on the night for the event. The road closures for this event were discussed. It was agreed that we would advise traders weekly from October to remind them that the roads would be closed on 30 November for the Christmas parade.</p> <p>Aberdare Market will be doing a Victorian Christmas and it was agreed that this would be theme for the whole Christmas event – we could get actors who will engage with people, lanterns for children etc.</p> <p>Actions: It was agreed that we will create sub committees for Christmas 2023 and that a Board member would sit on each sub committee to share the load.</p>	<p>All</p>	<p>03/08/2023</p>

AGENDA ITEM	DISCUSSION	AGREED ACTION PERSON/PEOPLE	BY (DATE)
Events Calendar Con't	<p>AWa to get costings for barriers – DT to pass costings from RCT provider</p> <p>AWa to speak with RCT Highways for advice</p> <p>AWe to ask Karin Mear to do lantern making workshops for the children in local schools and to create a photo board for Christmas</p> <p>Schools to be asked to provide hi vis jackets for pupils involved. They will be approached in early September 2023.</p> <p>All to think of ideas for the Christmas Event for the next meeting.</p>	<p>AWa / DT</p> <p>AWa</p> <p>AWe</p> <p>All</p>	<p>30/07/2023</p> <p>03/08/2023</p> <p>03/08/2023</p> <p>03/08/2023</p>
Music Festival	<p>Agreed that the BID would give a contribution to each pub of £150 towards acts for the evening.</p> <p>Action: AWa to confirm with the pubs.</p>	<p>AWa</p>	<p>03/08/2023</p>
Banners / Corex Boards	<p>It was agreed that banners would be printed so that they could be re-used every year as there could be a space for the date of the event left blank. This means that they are more cost effective and fit with our sustainability agenda.</p> <p>We would get 9 banners per event. In addition, Corex Boards that can be split can be attached to lamp posts.</p> <p>Action: AWe to cost 9 banners with insert for date and 100 Corex Boards for each design and order them.</p>	<p>AWe</p>	<p>30/07/2023</p>
Website	<p>AWa confirmed that James Prew was tweaking the website for us. All agreed that JP is an invaluable resource for the BID.</p>	<p>JP</p>	<p>31/08/2023</p>
Market Music Festival Update	<p>AWe confirmed that this has been called Market Fun Day with 16 traders, entertainment and food. The road would be barriered and the barriers would be staffed.</p>		
Any Other Business	<p>MD stated that it was great that the Council had cleaned town and painted bollards for the Eisteddfod event and asked LB how often this would be maintained for us.</p> <p>Actions</p> <p>LB to speak with Street Cleansing to see how often these actions would be maintained.</p> <p>Community Warden and PCSO Presence</p> <p>Concerns were raised over the fact that there was almost no presence for the Proclamation event and that Pontypridd and Treorchy were prioritised when there was no event taking place in Pontypridd that day. The Rhondda Arts Festival was taking place in Treorchy but there was no requirement for PCSO's or Community Wardens at this event and participants questioned their presence.</p>	<p>LB</p>	<p>03/08/2023</p>

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Any Other Business	<p>It was questioned whether the Leader of the Council knew of these decisions. DT commented that he was reliant on officers advising him and it was suggested that we invite him to a Board meeting.</p> <p>Community Warden and PCSO Presence Concerns were raised over the fact that there was almost no presence for the Proclamation event and that Pontypridd and Treorchy were prioritised when there was no event taking place there.</p> <p>Although there were PCSO's at the bottom of Market Street, they went over to the Ynys so there was no presence in town at all.</p> <p>Concerns were also raised that the Community Wardens have also been told that they are not allowed to attend BID board meetings even though they are allowed to attend Pub Watch and Store Net meetings.</p> <p>Their presence at BID Board meetings was vital as we can feed back issues in the town directly to them. They also intercept issues at the right time, and they are very proactive. MD stated that they have come up with an excellent proposal for the first aid grab bags, presented it professionally and the Board would not have known about that if they had not raised it. We need them to attend our meetings.</p> <p>Actions</p> <p>LB to investigate and feed back on the justification for these decisions and to feedback the disappointment of the Board.</p> <p>DT to invite Andrew Morgan, Leader of the Council, to the September Board Meeting</p>	<p>LB</p> <p>DT</p>	<p>03/08/2023</p> <p>31/07/2023</p>
Date of Next Board Meeting	<p>Wednesday, 2 August 2023 17:30 – 19:00 Cynon Linc Building</p>	Board	

ACTION POINTS			
Outstanding			
AGENDA ITEM	AGREED ACTION AND PERSON/PEOPLE	BY (DATE)	ACTION COMPLETE
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	
	James Prew is tweaking the website for us	30/08/2023	

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	
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	
Grant Funding	LB to ask whether someone from RCT could run a workshop for levy payers	03/08/2023	
	LB to chase up any outstanding grant applications that have not received a response	03/08/2023	
First Aid Grab Bags	DT to email Community Wardens to ask them to finalise the project	03/08/2023	
Events	Barriers – AWa to get costings and DT to forward RCT provider’s contact details	03/08/2023	
	Christmas – AWa to speak to RCT highways for road closure advice	03/08/2023	
	Christmas – AWa to approach Karin Mear on lantern making workshops for school children	03/08/2023	
	Christmas – AWe to ask Karin Mear about painting a Christmas photo board	03/08/2023	
	Events – Schools to be asked to provide hi-vis jackets for children participating in events	03/08/2023	
	Christmas – all to think of ideas for Christmas	03/08/2023	
Music Festival	AWa to confirm BID contribution of £150 per pub towards the acts for the event		
Events	AWe to get costs for 9 banners with date inserts for each event and also to cost Corex Boards for Music Festival and Summer of Fun	31/07/2023	
Community Wardens	LB to investigate why they cannot attend BID meetings and also why Aberdare is not being prioritised when we have events	03/08/2023	
Leader of Council	DT to invite him to September Board Meeting	03/08/2023	