



**Stockport Town Centre Business Improvement District (BID) Limited**  
**Minutes of the Quarterly Board Meeting**  
**held on**  
**Wednesday 22<sup>nd</sup> July 2020, 3:00pm – 4:00pm**  
**Zoom Meeting**

**ATTENDEES**

**BID Board**

Mike Lamont	Chair
Tony Jones	Board Director
Stuart Broadbelt	Board Director
Karen Barker	Board Director
Steve Oliver	Board Director
Steve Pilling	Board Director

**Apologies**

Veronica Robinson	Board Director
Paul Richards	SMBC
Jackie Casey	Market place Europe
Gabs Betley	Sainsburys

**BID Support**

Paul Taylor	BID Manager
Lisa Noel	BID Office Manager

**Observers**

Helen White	Vision Stockport
Jean Walker	Vision Stockport
Malcolm Hurst	Vision Stockport
Helen Walters	SMBC

**Guests**

Richard Higginson	Marketing Stockport
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NO	Notes/Actions	Lead
	<b>Welcome</b>	
1.	The BID Chair Mike Lamont welcomed everyone to the meeting and gave a summary of the meeting's Agenda.	ML
2.	<b>Conflicts of Interest</b>  Non	ML
3.	<b>Minutes of the previous meeting</b>  The minutes of the last meeting had already been Approved by the Board and have been posted on the Totally Stockport Website for public viewing. The April Quarterly Board Meeting did not go ahead due to Covid-19.	
4.	<b>AOB – to identify</b>  Non	ML
5.	<b>Finance Update</b>  Management Information Quarter 1 report by IN Accountancy had been circulated to the board prior to the meeting. The Board had no questions to raise regarding the	LN

	<p>management information. The Cashflow Forecast had also been previously circulated to the Board which shows a consistent cash positive forecast, no further questions raised other than to continue to liaise as hard as possible with The Tree House Ward at Stepping Hill Hospital regarding transferring the money raised from the Art Trail Auction to their account. IN Accountancy have advised that the amount can stay in the cashflow.</p> <p>It was confirmed that a Vat refund is due next month and the first levy payment due on 15 August 2<sup>nd</sup> payment due 30<sup>th</sup> August and each month thereafter due on 15<sup>th</sup> day of the month. Collection cost to SMBC is due September.</p> <p>A member of the board asked what is being projected to be secured by levy income in the current year. The Chair explained that we are reasonably confident that we will receive the larger levy payers levy in month one. Other BIDs who collected in March with their standard collections are ranging between 70% &amp; 100% collection, we made the decision to defer the payments until August to support the levy payers.</p> <p>Strategy around levy being charged at 100% was raised. This strategy had been discussed with British BIDs who gave the advice. Most small businesses have received a grant to cover these costs. Those organisations that have not received a grant would require open dialogue. The businesses at the higher end have received other benefits. We need to be prepared for the challenge from those businesses that did not qualify. At the next Strategy Board Meeting we will discuss communications for those businesses in hardship.</p>	<p>Item to be taken to Strategy Board</p>
<p>6.</p>	<p><b>Update from BID Manager</b></p> <p>At the beginning of a July a Post COVID19 Lockdown survey was conducted in the town centre.</p> <p>Summary</p> <ul style="list-style-type: none"> <li>• Overall view of BID support during Covid-19 was relatively positive</li> <li>• Covid-19 has created a lot of uncertainty, but the support from Totally Stockport has clearly helped many</li> <li>• Businesses believe that free parking has had a significant impact and would like to keep it that way</li> <li>• Your communication is valued by a lot of the businesses</li> <li>• Furlough/not being aware of Totally Stockport has impacted on the awareness of communication and beneficial activities. It might be worth sending out a summary of the BID activities to the levy payers.</li> </ul> <p>Survey will be distributed to Board members.</p> <p>The next Strategy meeting will include a session for the board to begin to formulate what it is that is required in terms of future projects.</p> <p>It was raised by an observer that maybe we could liaise with SMBC in terms of car parking. A walk round the town could identify those businesses that required a tidy up and contact could be made to whoever is responsible for doing so. Communication with levy payer videos, particularly those that show how their business in the town centre is safe to visit. Footfall is always the biggest drive and this is a challenge that requires discussion/ideas of what can be done do to attract people, where we can safely drive footfall under the current circumstance and restrictions. Looking behind the scenes may be an option to supporting businesses with, mentoring, business support, workshops.</p>	<p style="text-align: center;">PT</p> <p style="text-align: center;">LN</p> <p style="text-align: center;">Item to be taken to Strategy Board</p>

7.	<p><b>Update on Annual General Meeting</b></p> <p>The following challenges had been recently received which resulted in the Board making the decision 15<sup>th</sup> July to reschedule the Virtual Meeting to a Physical Meeting.</p> <p><b>Challenge 1: The Agenda</b></p> <p style="padding-left: 40px;">The original agenda included the Revised Articles of Association, the view was to move that to an Extraordinary General Meeting later in the year and to focus the AGM purely on a AGM to appoint directors and discuss the accounts and Q&amp;A.</p> <p><b>Challenge 2: Holding the AGM as a Virtual Meeting:</b></p> <p style="padding-left: 40px;">We do not have the guidance, information, and guidance notes to hold a virtual meeting, we are guided to hold a physical meeting. With some emerging guidance on getting people back into offices and town centres, it was suggested and agreed that we use a facility which has been used in the past for the AGM, it's not frequently used, not a high traffic environment, therefore it's risk is limited. Attendees will be required to register so we know the numbers to expect to be able to put the necessary and appropriate social distancing measures in place.</p> <p>An observer raised if there would be any live streaming of the event and would questions be replied to in writing so that there is an agreed stance at the meeting. The acting chair confirmed as it is an open meeting for all members and levy payers to attend there would not be any live streaming. Thorough more extensive minutes would be taken and made available on the Totally Stockport website. It was understood why this decision had been made. Regarding questions being in writing, the purpose of the AGM is to ensure that we appoint the board and sign off the accounts under the financial governance. Questions will be gathered and answered during the Q&amp;A session.</p> <p>Christian Mancier will run an EGM within 3 months to pass the special resolution of the articles. Christian will host the meeting with an agenda asking for any questions. An explanation will be provided as to why he has been asked to revise the articles and bring them up to date. Another AGM will probably be held during 2020 to discuss accounts year ear end 2020.</p> <p>All registered attendees have been written to advise the new date and venue, all levy payers have been sent a letter by post and emailed where possible.</p>	ML
8.	<p><b>AOB</b></p> <p><b>Members List</b></p> <p>A levy payer has requested a copy of the members list. A member can request a copy of the members list from a Limited Liability Partnership LLP. If a member receives the list they cannot pass the details on and it cannot be used for any other purpose other than personal use. The Board can decline sending the list if they believe the request does not fall within the criteria under Companies Act 2006 Section 116. The fee to provide the list is £35. The members list is the business name of who pays the levy or the landlords name, no other details will be available. As soon as the written formal request is received it will be circulated to Board for decision. The Board will have to respond within 5 working days. If any board member has a strong view on this detail being provided, they must inform the Chair immediately.</p>	ML Board



	<p><b>Website Amends</b></p> <ul style="list-style-type: none"> <li>• Meet the Board; Karen Barker's profile; remove Partner Employment at SAS Daniels LLP replace with Board Director, remove paragraph relating to SAS Daniels.</li> <li>• Malcolm Hurst did not attend January Board Meeting – Malcolm Hurst apologies have always been given for that meeting – no action required</li> <li>• A sweep of the website is required to ensure all information is current and accurate.</li> </ul> <p><b>Town Centre Survey</b></p> <p>The Chair has taken legal advice regarding a survey that looks like it is a Totally Stockport BID survey, it's headed up as the Stockport Business Improvement Survey. A challenge has been made by the Chair over GDPR in terms of information that has been requested, a legal challenge has been sent to the survey company requesting an explanation of why they have allowed this to happen. A notification has been added to the Totally Stockport website to advice levy payers to be careful of the details they share as this survey is not related to Totally Stockport BID Company.</p>	<p>HW Completed</p> <p>LN Completed HW Completed</p>
	<p><b>Close</b></p> <p>The Chair closed the meeting, thanking all for their continued support.</p>	<p>ML</p>