



STOCKPORT BID CO BOARD MEETING			
<b>DATE:</b> 10/10/2018		<b>TIME:</b> 4.00pm – 6.15pm	
<b>VENUE:</b> Totally Stockport BID Office, 15 Great Underbank, Stockport			
<b>Attendance:</b>  <b>BID Board -</b> Mike Lamont - Chair Caroline Patten Veronica Robinson Jamie Pitt  <b>Apologies -</b> Tony Jones Stuart Broadbelt Alan Gent – St Petersgate Tap  <b>Support –</b> Paul Taylor – BID Manager (4pm – 5.30pm) Lisa Noel – BID Office Manager		<b>Observers –</b> Paul Richards, Director of Development and Regeneration, SMBC Helen White – Marketing Stockport Jean Walker – Vision Stockport Malcolm Hurst – Vision Stockport  <b>Guests -</b> Richard Higginson – Digital Consultant Karen Barker – SAS Daniels Solicitors Andrew Ayres – Ayres Waters Family Lawyers James Kington - CBRE	
Item	Notes	Items to carry forward	Action By
1.	<b>Welcome</b>  Apologies from Tony Jones & Stuart Broadbelt.  <i>(Apologies were later received from Alan Gent - St Petersgate Gap)</i>  The Chair welcomed the recently appointed BID Office Manager, Lisa Noel and James Kington – CBRE.		
2.	<b>Conflicts of Interest</b>  <i>Totally Stockport (BID) have teamed up with ADI and submitted a tender for town centre video screens. Paul Richards advised that he is on the tender review panel. No specific details were discussed and the Chair agreed that this was noted but is not considered a conflict of interest.</i>		
3.	<b>Minutes of last meeting</b>		<b>Agreed as posted on the TS Website</b>

	The minutes of the last meeting were already Approved by the Board and have been posted on the Totally Stockport Website for public viewing.		
4.	<b>AOB – n/a</b>		
5.	<p><b>Finance Committee Update</b></p> <ul style="list-style-type: none"> <li><b>Audited Accounts to 31 March 2018</b></li> </ul> <p>The full 1<sup>st</sup> Year Audit to 31 March 2018 has now been completed by Hurst Accountants, these had been circulated prior to the board meeting.</p> <p>Hurst Accountants have provided details of their findings and observations identified during the audit. The two main adjustments required are;</p> <ol style="list-style-type: none"> <li>1. Transparency of income and costs in relation to levy Income and collection charges from SMBC.</li> <li>2. Not enough control and insight of tenants from start to finish with regards to what is expected and what is received provided by SMBC. Not enough control over payment and Invoices are raised after collection on instruction from SMBC.</li> </ol> <p>Start-up costs; Vision Stockport on behalf of the BID paid 50% of set-up cost that was a loan agreement with SMBC at inception (Documentation evidenced) . Provision was raised at £10.5k in Management Figures when the total figures was actually £21k as elements of Start Up costs were paid directly to the Means from SMBC. Adjustment made in first year of accounts.</p> <p>The WiFi Budget was Accrued in management figures as a Heads of Terms Agreement had been executed and some costs incurred. As the final invoice was raised after the YE is was thought prudent to add this back as a surplus rather than as an accrual.</p> <p>The result is a surplus of £93,376 for the Year 1 accounts.</p> <p>Clarke Nicklin have been unable to ascertain from HMRC that the BID is exempt of Corporation Tax liability and the BID will need to take separate Taxation Advice to counter this HMRC argument. In the meantime, the BID will provide provision for payment of Corporation Tax of 19% of the Surplus and if the challenge is upheld as was anticipated the amount will be reclaimed in future years.</p> <p>Mike summarised the audit went extremely well, it had been properly prepared and gave a true and clear view of the company's affairs. The main challenges that were raised were in connection with our dealings with SMBC and the Finance Committee already have a meeting</p>		<p><b>Finance Committee to take separate Taxation Advice on Corporation Tax Liability</b></p>



	<p>Year 3 will be spent looking at opportunities to increase spend on areas we haven't previously focused on and consider more legacy projects.</p>		
<b>6.</b>	<p><b>Collaborative Partnership with Merseyway</b></p> <p>James Kington, Senior Surveyor CBRE introduced himself to the board and gave an update and overview of the partnership with Merseyway and Stockport Town Centre.</p> <p>CBRE's aim is to make Stockport the most family, friendly place to visit in the North West.</p> <p>James and his team will be looking at the impact of events and how relevant they are.</p> <p>James talked about the opportunities with the POP-Up space now available in the town. The empty properties will be available for businesses to use. Interest has been shown from various Business Types.</p> <p>Mike agreed that we all need to continue to share events at Town Centre management Boards and get the message out together regarding all forthcoming events and activities to all levy payers and Independent Businesses in the Town.</p>		<p><b>CBRE, TS BID and SMBC to share information on details of TC events.</b></p>
<b>7.</b>	<p><b>Marketing Update</b></p> <p>Richard Higginson – Digital Consultant, presented a breakdown of statics on totallystockport.co.uk and twitter, the figures showed that YOY activity is up, Twitter Up, Traffic Up.</p> <p>The town centre has had ten new businesses open since the issue of the last Totally Stockport Magazine, this is great for the town, Helen will print a feature on this in the next Totally Stockport magazine.</p> <p>Helen White - Marketing Stockport, gave an overview of The Giant Leap Forward. Ten frogs have been sold, their aim is to have sold 30 frogs by the end of this year. Payment terms; 50% deposit to secure the booking and 50% on installation, after 4 months the frogs then go to public auction. Once a frog has been approved by the client it takes 2/3 weeks to be completed. Helen or the client will arrange for the frogs to be designed. Schools could be encouraged to take part in a competition to design a frog.</p> <p>Jean Walker raised the point that they could get damaged. It was discussed that the frogs are quite robust, they are created by the same company as the Manchester Bees and the Manchester Bees haven't been subjected to any vandalism.</p>		<p><b>All Board Members to actively Market sales of the Frogs with local Businesses and Community Groups</b></p>

<b>8.</b>	<p><b>BID Manager Updates</b></p> <p>The BID Manager Paul Taylor gave a visual presentation on the various projects currently being worked on.</p> <ul style="list-style-type: none"> <li>• <b>Town Centre Wi-Fi</b></li> </ul> <p>Richard confirmed that Wi-Fi is currently being installed.</p> <ul style="list-style-type: none"> <li>• <b>Customer Service Awards</b></li> </ul> <p>An overview of the Winners so far and the training that has been provided as a result.</p> <ul style="list-style-type: none"> <li>• <b>Business Watch</b></li> </ul> <p>Paul gave an overview of DISC; a secure Online Information System used by 400 town Centres across the UK. It is used for sharing information by partners in schemes such as Business Watch.</p> <p>DISC will be used along with the Police, Police On-line Reporting system and the extra Police Officers.</p> <p>The Police and the council have suggested to approach the security problem in the same way as the successful Operation Barometer.</p> <p>Two employees would be required to gather the evidence, they would work for the SMBC with Stockport Police, this would cost £75,000 p/a.</p> <p>Jean Walker raised the point that an employee could go long term sick. Mike advised that a contract would be put together to include KPIs, the contract needs to be absolutely right.</p> <p>Mike reminded the board that the business survey results proved that town centre security is the absolute number one concern in the town. A high % of levy payers have been experienced shoplifted in the last 12 months.</p> <p>Caroline and Mike asked for statistics, evidence and proof of the results of Operation Barometer. We need more detail on contracts and specific details on the KPIs.</p> <p>Paul to take this away and bring back evidence that this is a suitable way to approach the issue of town centre security.</p> <p>Mike added that when the police move into the BID office this will help to improve the town centre security issues, Mike confirmed again this is the number one</p>	
		<p><b>Paul Taylor to gather further supporting evidence to bring back to board.</b></p>



	<ul style="list-style-type: none"> <li> <b>Christmas</b>            Paul confirmed that our £25k Budget for Christmas has been allocated. This is based on a Winter Wonderland as the theme for this year.  <b>Ice Sculptures</b>            Ice Sculptures will be situated around the town centre on 15<sup>th</sup> &amp; 22<sup>nd</sup> December; Each Saturday a live carving will take place and nine pre-carved sculptures on logo plinths will be displayed.   <b>Polar Bear</b>            An animatronics polar bear will perform 4 shows each Saturday from 24<sup>th</sup> November.         </li> <li> <b>Car Park</b>            There have been 4500+ Registrations for Totally Free parking Scheme at Heaton Lane Car Park and the daily statistics continue to be monitored to judge the success or otherwise of this scheme upon expiry on 31 Dec 2018.         </li> <li> <b>Comms</b>            The database is now far more robust in terms of reaching all levy payers all the time with our regular communications. The latest update it was agreed is a good overview of ongoing activity and projects and this is now being distributed electronically.         </li> <li> <b>Business Groups</b>            A meeting has been planned for w/c 22<sup>nd</sup> October at TS BID office with levy payers from the Peel Centre and the BID. Business Watch and Licence Watch continues to meet each month.         </li> <li> <b>Video Screens</b>            Totally Stockport (BID) have teamed up with ADI and submitted a tender for town centre video screens. More information to follow before we are requested to consider any budget allocation.         </li> </ul>		
9	<p><b>BID Manager KPIs for Year 2.</b></p> <p><b>For the purposes of the Board notes this will be RESTRICTED from the notes issued on-line and to the BID manager.</b></p> <p>Veronica had prepared a set of KPIs for Paul Taylor his KPI's will cover our four areas Digital, Marketing, Experience and Business. Veronica has now circulated</p>		<p>Helen/Lisa to ensure that this element of the Board minutes is removed from the</p>



	<p>the KPIs to the board and has asked for feedback by 2<sup>nd</sup> November 2018.</p> <p>Mike reminded Board members that he will be challenging them with appropriate KPI's in terms of Engagement and Levy Payer contact in line with the BID Manager's KPIs as we all act as Ambassadors of Stockport Town Centre and the BID.</p>		<p><b>on-line version as RESTRICTED</b>  <b>All board members to send any feedback to Veronica by Friday 2nd November.</b></p>
<p><b>11.</b></p>	<p><b>Meeting closed at 6.15pm</b></p>		

**Date of next Strategy Meeting:** Weds 14<sup>th</sup> Nov (4pm – 6pm) Venue – BID Offices

**Date of next Board Meeting:** Weds 16<sup>th</sup> Jan (4pm – 6pm) Venue – BID Offices

**Date of next Finance Committee Meeting:** Mon 5<sup>th</sup> Dec (3pm – 5pm) Venue – BID Office