



STOCKPORT BID CO BOARD MEETING	
DATE: 10/10/2017	TIME: 4:00pm – 6.20pm
VENUE: Robinsons Brewery Visitor Centre	
<p>ATTENDANCE:</p> <p>Mike Lamont – Chair Maxine McDermott Jean Walker Helen White Mike Palmer Tony Jones Caroline Patten Joe Barratt</p> <p>Apologies:</p> <p>Malcolm Hurst Stuart Broadbelt Veronica Robinson</p>	<p>Support:</p> <p>Paul Taylor – Bid Manager</p> <p>Observers:</p> <p>Graeme Vout – Growth Manager – SMBC (Until 5.15pm) Nicola Turner – Head of Growth - SMBC</p> <p>Visitors / Guests:</p> <p>Anna Godwin – Hurst Accountants Richard Higginson – Marketing Stockport (presentation only) Amy Beasley – Transport Strategy and Growth Manager – SMBC (presentation only)</p>

ITEM	NOTES	Items to carry forward	Action By
1.	Welcome		
2.	<p>Conflicts of Interest</p> <p>Mike Lamont advised the Board that under his role as member of Stockport Economic Alliance he was currently a member of a Finance and Assessment panel on behalf of SMBC Estates and Special Project Departments that are making recommendation to SMBC decision makers to decide the Anchor Tenant for the Market Place Produce Hall and Blackshaw's properties.</p>		Noted and Filed
3.	<p>Minutes of last meeting</p> <p>The minutes of the last meeting were Approved by the Board with an amendment from Jean Walker to Note 2. that was amended to say Declaration of Interest (not Conflict of Interest).</p>		Mike to File

	<p>Caroline suggested a Hotel would be an idea to have representation on the Board and she will approach any contacts that she has.</p> <ul style="list-style-type: none"> • Resignations <p>Jean Walker, Malcolm Hurst and Helen White tendered their resignations as original Vision Stockport members of the BID Board. Mike Lamont thanked them for their excellent contributions to setting up the BID and ensuring its longevity. They will continue to attend on rota as Observers and the Board accepted their resignations</p>		
<p>6.</p>	<p>A6 Town Centre Corridor Masterplan</p> <p>Amy Beasley from SMBC gave the Board a presentation on the “Stockport Mile” Masterplan for transportation in the surrounding area of the A6.</p> <p>TCAP investment will reduce congestion on the A6.</p> <p>Masterplan forms part of the overall SEMMM Strategy which has recently ended a period of public consultation.</p> <p>www.stockport.gov.uk/localplan</p> <p>Masterplan objective to create an attractive “front door” gateway to Stockport. Linked to all modes of transport and including public realm elements.</p> <p>SMBC to present to cabinet for endorsement in Dec and consider delivery proposals.</p> <p>Tony Jones felt that the potential reduction of traffic flow may reduce the passing trade. Amy believed the plans for TCAP would reduce flow by 12%.</p> <p>Maxine mentioned the Hazel Grove park and ride scheme and it was acknowledged this was not fully utilised due to the traffic flows into town being greatly extended against rail link times.</p>		<p>Board Members invited to submit any additional commentary to Amy</p>
<p>7.</p>	<p>Finance</p> <p>Mike Palmer provided copies of the September 2017 management reports and discussed the outputs of the Minutes following the Finance Committee Meeting of 10 Oct 2017.</p> <p>Clarke Nicklin had attended the Finance Committee and the amendments were felt by the Board to be now in a much better framework.</p>		

	<p>The Finance Committee reported that following the advice received from HMRC on 3 October 2017 the BID should be registered for, and liable to pay, VAT at the standard rate on our supplies and correspondence has already been sent to SMBC and Clarke Nicklin for this current VAT period.</p> <p>Latest figures show SMBC have collected 93% of levy. £460,871 with £34k now outstanding and being pursued by SMBC.</p> <p>Maxine McDermott proposed that the outstanding Invoice payable to The Means, subject to fulfilment of the Training to Directors in place, be paid in full. Tony Jones suggested that we should pay them the Invoice amount less £500 as a retainer for delivery of the Training. The Board Approved of this action and the Net amount will be paid to The Means.</p> <p>(Graeme Vout left the Meeting at 5.15pm)</p>		<p>Maxine McDermott to arrange a suitable Training Day and Agenda to be delivered for the Board</p>
<p>8.</p>	<p>Bid Manager Update</p> <p>Richard Higginson presented the Proposal for the BID to support the implementation and ongoing management cost of Town Centre WiFi.</p> <p>The system has been shown effective in other locations across the UK.</p> <p>The Board considered the recommendation to proceed with Approval of this project with a view to Budgeting accordingly when a full Contract could be considered.</p> <p>WiFi Engagement Solution Infrastructure Capex £67,258.50 3 x Internet Connections £5,400 Licence, Maintenance and Support £796.50pm Plus VAT Minimum 3 Year Contract</p> <p>GEO Sense Footfall Solution Infrastructure Capex £26,000 (50% discount with WiFi) Licence, Maintenance and Support £715pm Plus VAT Minimum 3 Year Contract</p> <p>The Board has Approved supporting the projects progression (with no additional survey costs at this stage) to engage with SMBC regarding implementation and further Due Diligence to be provided regarding –</p> <ul style="list-style-type: none"> • GDPR / Liabilities / Security / Data Compliance • Speed / SLAs / Implementation 		<p>Digital Steering Group to continue with development of the proposal with support from the Board around the DD requirements.</p> <p>Jean Walker to provide details of Hempsons regarding GDPR</p>

	<ul style="list-style-type: none"> • Additional Financial DD <p>Paul Taylor covered off a number of other items including:</p> <ul style="list-style-type: none"> • Office Location – 7 Vernon Walk The premises at 7 Vernon Walk is now to be restarted. Majority of the legals have been considered and final elements of costs regarding flooring and installation of toilet facilities just require finalising. The Board Approved that Mike Lamont as Chair, will need to execute the Legal Documentation and should be provided with the appropriate rights to commit the BID to the premises prior to the next meeting. • Town Centre Policing Paul Taylor confirmed that he had wanted to request a Budget Decision from the Board regarding providing 2 Uniformed Police Officers specifically operating for the Levy Area and paid for by the BID in full. It was felt by the Board to be an excellent opportunity to again deliver value for Levy payers and would definitely improve the Customer Experience around Security and help to tackle anti social behaviour. Paul will report back with developments including the offer to talk to other BID areas that have progressed this with success. • Revised Budgets The formatting now allows more flexible budgeting and prior to the end of this year Paul will be presenting budgets for Yr 2 and 3 of the BID and expectation of Yr 4 and 5. • Events Update The Video and Photographs confirmed the resounding success of the Big Day Out with Car Parks full and traders providing plenty of positive feedback around some increased trading. It was agreed that feedback from the events should be showcased on the Website. It was also discussed by Helen White as to whether another Event was required in early New Year and Paul Taylor will consider this suggestion. • Christmas Paul gave an overview of the Christmas agenda including the 3D Projections to be shown and the schedule of events. 		<p>Paul Taylor to liaise with CBRE for a schedule of work to be agreed prior to execution of Legal Documentation</p> <p>SAS Daniels to provide Legal Documentation for execution for Mike Lamont</p> <p>Paul to start drafting Yr2 Budget for discussion at Finance Committee</p>
9.	Meeting closed at 6.15pm		