



STOCKPORT BID CO BOARD MEETING	
DATE: 08/08/2018	TIME: 4.00pm – 6.30pm
VENUE: Totally Stockport BID Office, 15 Great Underbank, Stockport	
ATTENDANCE: BID Board - Mike Lamont - Chair Tony Jones Veronica Robinson Stuart Broadbelt (4-6.15pm) Caroline Patten Apologies - Jamie Pitt Paul Taylor Support -	Observers – Paul Richards, Director of Development and Regeneration, SMBC (4 – 5.30pm) Helen White – Marketing Stockport Jean Walker – Vision Stockport Malcolm Hurst – Vision Stockport Guests - Richard Higginson – Digital Consultant Karen Barker – SAS Daniels Solicitors Alan Gent – St Petersgate Tap Andrew Ayres – Ayres Waters Family Lawyers Sue Stevenson – SMBC (4-5.30pm) Alex Purrier – SMBC (4-5.30pm)

ITEM	NOTES	Items to carry forward	Action By
1.	Welcome Apologies from Jamie Pitt who had been called away at the last minute on business. Paul Taylor, BID manager was on holiday.		
2.	Conflicts of Interest None. New Director Jamie Pitt (Leisure post) has formally declared no conflicts of Interest following his appointment on 2 Aug 18.		
3.	Minutes of last meeting The minutes of the last meeting were already Approved by the Board and have been posted on the Totally Stockport Website for public viewing.		Agreed as posted on the TS Website
4.	AOB – n/a		
5.	Finance Committee Update Caroline outlined the Finance Committee minutes		

<p>(1/8/18) that had been circulated prior to Board and specifically covered off.</p> <p>Following a challenge from Jean Walker the Finance Committee advised that they are waiting for SMBC to confirm 2nd quarterly tranche of Levy funds collected is well ahead of Yr1 as confirmed previously although remittance is only being made quarterly rather than monthly.</p> <p>The Finance Board had requested the BID Manager to produce a full Procurement list of Suppliers who had exceeded the £7,500 annual limit as per the Financial Governance Document. Outside of full procurement this has been requested on Crystal Print / Safe and Secure Solutions as the remainder were signed off / fully procured and will be presented at next Finance committee.</p> <p>Primary Budgets to 31 Mar 19 have been finalised for each BID category and split between various projects based on Levy Collection estimates and an element of 3rd party Income and a small contingency. This is not fully costed and committed but it was agreed it was open to variance as required but tackled each of the BID's key objectives in varying degrees.</p> <p>Final YE accounts (31 Mar 18) have been produced in a filleted state that is required for Publication at Companies House. The Finance Committee agreed that for full transparency we will publish the extended version to provide as much information to Levy payers as possible.</p> <p>MI to 31 Jul 18 was produced for the meeting with the major expenditure being payment of the WiFi equipment, Security and various payments for the Dino day. Account balance stands at just over £427k with 65% of 2nd year levy received in Tranche 1 and over 80% already collected but not released.</p> <p>It had been agreed at Finance Committee that a 1 month extension of Foodie Friday security and First Aid funding would be renewed but strictly on the basis of annual procurement of the Security company used and also provision of the Finances of the event by Joe Barratt as a sustainable event within 14 days of month end. This was recognising the new Market Operator not being in situ and we have written to Foodie Friday stating that beyond this date a new application for 3rd party funding would be required for any further extensions.</p> <p>The full 1st Year Audit is currently being completed by Hurst Accountants and will be available shortly for</p>		<p>Helen to publish the extended accounts on the TS website pending full audit.</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--------------------------------------------------------------------------------------------

	publication.		
6.	<p>Parking Proposal</p> <p>The Board considered an extension of the current Totally Free parking Scheme at Heaton Lane Car Park for a further 3m period that was already committed in the full budget.</p> <p>With over 3,500 registrations and Click counters now installed it was agreed that an extension would provide the required feedback on full usage and success of the scheme.</p> <p>Malcolm Hurst challenged on whether the parking issues could also be tackled with a scheme designed to provide a group procurement from SMBC for employee contract parking and Paul Richards was happy to accept any proposals put forward by individual businesses or from the BID as appropriate.</p> <p>The Board Approved the request for the extension to assess the full viability and usage and will extend this with SMBC to the end of December.</p>		<p>Paul to take forward the 3m extension with SMBC and gauge feedback from Levy payers</p>
7.	<p>Office Manager Appointment</p> <p>A Job Specification has been produced for the appointment of a new Office Manager and this has been focussed on the TS website and also through other social media outlets. The proposal was whether following this initial advertisement the services of a recruitment agency would be required to source a suitable candidate. Caroline had advised that a fixed fee of £2,000 would be appropriate but it was felt that for an extended period of 2 weeks we would assess the applicants at that stage before committing budget. This decision will be completed if required outside of the normal Board Meetings. No decision required.</p> <p>The Board Approved that the position will be PAYE based.</p>	<p>Mike /Paul / Caroline will assess applicants by 20/8 and circulate a decision for budget if sufficient quality is not identified</p>	
8.	<p>Traffic Regulations in the Market Place / Interchange Proposals</p> <p>Sue and Alex provided a good summary of the proposals that are in course regarding the Market Place.</p> <p>TCAP is developing Highways and accessibility proposals to:</p> <ul style="list-style-type: none"> • Address existing Traffic Regulation Orders that do not meet the requirements of the area • Facilitate additional outdoor activities such as Market events and removable seating areas 		<p>BID Board members encouraged to provide feedback on the proposals and dependent on these as to whether the BID responds formally as a collective.</p>

	<p>An initial consultation exercise was undertaken in June to introduce the developing proposals to local businesses and ascertain current vehicular access arrangements and requirements. A key element of the proposals is to facilitate outdoor activities on Market Place, specifically west and north of the Market Hall. Phased implementation proposed with further, more detailed consultation to follow.</p> <p>Veronica challenged whether the proposals included CCTV and Paul was aware that there is existing TC CCTV but unsure as to whether this was being increased, enhanced in the location.</p> <p>Tony challenged the timescales to the consultation and 200 local businesses have been engaged already with further details available at www.stockport.gov.uk/tcap, www.stockport.gov.uk/roadworks. In the interim SMBC have asked for any comments to be addressed to towncentreaccess@stockport.gov.uk and the slides made available for distribution.</p>		<p>Paul Richards to return with details regarding CCTV in the area.</p>
<p>8. & 9.</p>	<p>Projects Update / Marketing Update</p> <p>The BID manager produced a summary document in his absence for the various projects that are concurrently being run at present.</p> <p>Some points of note –</p> <p>Security – Alan Gent stated that some Levy payers had advised him that the Security Guards had not been visible in the Market Place. It was explained that they had covered the Town Centre as Incident Reports had suggested. He was encouraged to gauge opinion of those levy payers and the business survey results would be a good barometer of feelings from the area. The deployment of Enforcement Officers is progressing with the late night license watch meeting. Jean requested that Diversity be considered in forming any Security Watch Group that was welcomed by the Board. We are also beginning to engage with SMBC in delivery of their Purple Flag initiative that is now expected to go to application in early 2019.</p> <p>Richard advised WiFi is being installed starting in August with expected switch on in September following protracted legal negotiation.</p> <p>Veronica and Helen gave a good overview of the Frogstock Art Trail and it was agreed that a “Target list” of potential sponsors would be tackled once SMBC approvals were gained. It will have a separate Website</p>		<p>Board Diversity to be considered as part of next Strategy meeting.</p>

	<p>and proceeds directed towards the Legacy Fund for ongoing projects.</p> <p>Helen overviewed the Customer Service Awards with 3 main winners. The first training day was 25th July with impressive feedback and the next 2 events it was agreed that a BID Director should open these up thanking participants for attending and spreading the word accordingly.</p> <p>Marketing on the Big Day Out (8th Sept 18) to include engagement of Levy payers to get them more involved and benefitting from the increased footfall anticipated.</p> <p>Business Surveys are being collated with Parking / Security the 2 main highlighted areas and with Security Officers / Radionet / Purple Flag engagement / Totally Free parking the Board is happy with the current engagement to projects associated. Full outputs awaited though for additional consideration.</p> <p>Marketing Stockport discussed the proposal to hold free Marketing Seminars for Levy Payers and future / current Members. This would be particularly useful for smaller independent retailers but not just restricted to them. The discussion was widened out by Karen into using the skill set of the full Board to provide a quarterly styled event for other topics and it was agreed that we would discuss this fully at Sept Strategy Board and build in a full series maybe including HR / Funding / Legal as examples.</p> <p>Alan asked how many smaller independent retailers there are but many are not Levy payers and the new role of Office Manager will be specifically tasked with building a more robust data base including this type of information. The discussion regarding Members and Membership fees will be discussed at Strategy Board also for a forward looking view with this in mind.</p>	<p style="text-align: center;">Agenda Item to be added to September Strategy Board</p>	<p style="text-align: center;">Helen to arrange Director attendance at future events</p>
11.	Meeting closed at 6.30pm		

Date of next Strategy Meeting: Wednesday 5th September (4-6pm) Venue – BID Offices

Date of next Board Meeting: Wednesday 10th October 2018 (4-6pm) Venue – BID Offices

Date of next Finance Committee Meeting: Monday 3rd September 2018 (12-2pm) Venue – BID Offices