

Penrith Improvement District (BID)

Board meeting minutes

10th April 2018

Present: Tim Lorton- Chair (TL) Simon Whalley – (SW) Darren Broad – (DB) Dan Harding (DH) Heidi Marshall (HM) David Whipp (DW) Jacqui Taylor (JT) Ann Mason (AM) Stephen Lindley (SL) Emma Scantlebury (ES)

Not present Stephen Clarke

1. Agreed and signed
2. Formation of board; agreed as follows:

Tim Lorton – Chair

Darren Broad – Vice Chair

Simon Whalley – Vice Chair

Heidi Marshall – Treasurer

Jacqui Taylor – Secretary/admin (babysitting until new admin appointed)

Action – press release to do when new admin appointed to go on website and social media and to The Herald.

3. Passed to addressees
4. Updates: Joan and Meesh popped in to update the BID board on what the community gardeners were doing to promote CIB and BIB, explained about #lovewhereyoulive and the giant plastic filled whale is being made for Mayday and to be on permanent show outside EMS/BID office. This project alongside the gardeners, PACT and PTC. Meesh has been tackling shop owners/managers to tidy up around their shop front s and rears, those who make changes are being awarded certificates from the Mayor. Mayday will have a littler pick and will join the parade – keep where you live tidy! There will be a poster designed by school children and this will be in various prominent places, Highways will support.

Meesha asked that we all pick up and then ask another person to do the same, give people a nudge and motivate them.

Updates from DW about planters/repairs etc Richardsons are doing FOC and they will have a small recognition plaque 'maintained by' on each planter. Planters will

have feet to avoid rotting and have a re-paint in a darker green colour; will be done in the next few weeks.

Hanging baskets – over 100 sold to date, board members to promote and sell, we have 200 on order

Phil Eyles updated on basket sales and some special requests, discussion about a vehicle to enable better access to watering, cart needs a service.

5. Applications for Tender: the applications were shared with the board and the interview panel agreed, interview will take place on Sunday 22nd April 2018

6. Points for discussion:

- Penrith Pound – this did not seem to be getting the requests it first had, the board – via the new admin will re-address, has the pound had enough exposure and are all business aware? Explore other options such as swipe?
- Recycling – the board felt that this needed to be explored further – action to new admin. Look at the buying incentives etc
- Outstanding levy – we looked at the positive collections and noted the usual non-payers. HM will collate for next meeting
- Transfer of assets – HM will look at this
- Websites – discussion on the outstanding transfer and further action to be taken
- Discussion on grants/funds requests and how BID can support in other ways such as provide equipment for example gazebos to reduce hire costs. All feedback to be received in a timely manner, no qualitative/quantitative feedback then no opportunity to apply for further funds, transparency to all levy payers is paramount.
- JT to look at SLA for grants/funds requests
- Quick books – HM reported all set up and requested upgrade to permit other users, it is currently £7.99 per month the upgrade will be £9.99 per month - board agreed increase
- Office space – JT raised the use of Ullswater House and asked the board to consider other premises so that it is not seen as preferential treatment to a board member. Following discussion (and that JT will be standing down from the board) it was agreed for a further year to continue with the use at the same payment as previous year - £150.00
- Meeting dates – these were agreed as the 2nd Wed 5.30 prompt start



Tim Lorton

9/5/18