

Penrith Business Improvement District Board Meeting Meeting Minutes

Date: Wednesday 15th May 2019
Time: 5.30pm
Location: 4Eden, Duke Street, Penrith

Attendees

Darren Broad (Chair)	DB	Charlie Shepherd	CS
Stephen Clarke (Vice Chair)	SC	Jacqui Taylor	JT
Dan Harding	DH	Simon Whalley (Vice Chair)	SW
Heidi Marshall	HM	David Whipp	DW
Jamie Redman	JR	Philippa Ball (recording)	PB

1. Apologies

Carol Grey (PTC Representative)
 Tim Lorton

2. Matters arising

2.1. M6 sign pass over to the Industrial BID

BID have had a request from EDC for the M6 Signage to be utilised by the industrial BID. Directors agreed this was acceptable as the signs are now out of date and need refreshing.

2.2. Eventbrite – speak to Heidi about QB £2.42 OK

The meeting discussed the use of Eventbrite for training delegate place sales. This will cost £2.42 per delegate. Directors approved this expenditure.

Action: PB to speak to HM about entering data onto Quickbooks.

2.3. Invite Industrial BID to June Meeting

It was agreed to invite the Penrith Business Parks (Industrial BID) to the next board meeting to discuss working together for the betterment of the town.

Action: PB to liaise with Penrith Business Parks.

2.4. Insurance – Shopwatch – Other funding

A request was received earlier in the month to provide funding to ShopWatch insurance. The funding has been received from another source and is no longer required.

3. Chairman's report

The meeting referred to the monthly report from DB. Details are as follows:

"April turned out to be a funny month with Easter being later than last year and Cumbrian school holidays falling different to other parts of the country. That being said, it seemed to work in our favour as trade took advantage of 4 weeks of school holidays, coupled with some great weather and an influx of visitors to the region. Along with this we had a Bank Holiday and great May Day celebrations that not even the weather could dampen!

For the BID Board it's been a quieter time than of recent, so we've used it wisely to plan ahead, sign off some plans and forge stronger working relationships in town. And of course run our own businesses over the Easter period!

Christmas Sparkle is forging ahead and the tender has been signed off. We will shortly be meeting and deciding on this years lighting designs.

We had a very positive meeting with Sainsbury's at the start of May to discuss the New Squares development and their plans going forward. They showed a real desire to work with BID and the town businesses. Work has started to upgrade the look of New Squares - units are being cleaned and painted. They also acknowledged that in today's retail climate they were disappointed in the lack of national businesses coming forward to fill the units, but we came away satisfied that New Squares is high on their agenda. We will be meeting with them regularly again in the future.

The Penrith Town Working Group met and we discussed new ways of working in the town across all organisations with the view of 'getting things done' quicker. We also started pooling thoughts about parking and what we can influence in town.

I believe we sit in a good place going into summer and hopefully a busy trading season."

3.1. Meeting with Sainsbury's

DB and DW expanded on the meeting with Sainsbury's which took place at the start of the month.

- The meeting was positive and discussions were open and honest
- New Squares shop fronts are being painted at present
- Sainsbury's were positive about wanting to engage with BID and be part of the town
- Examples such as bins not being emptied on a Saturday because staff are unavailable were raised and are being rectified
- Sainsbury's are interested in being part of any marketing taking place to promote New Squares, perhaps an article prior to Christmas showcasing their area
- They are considering a funding opportunity
- Sainsbury's were going to speak to CBRE directly to address some ongoing issues. (CBRE representatives were at the meeting)
- A follow up meeting will take place in three months

3.2. Penrith Working Group

The Working Group meetings are ongoing. These include County, District and Town representatives as well as Industrial and Town BIDS and the Chamber. There is a need to focus on short and medium term goals to make sure the town is attractive and clean before longer term aims are reviewed. There is a need for long term planning alongside quick wins. This will give the group credibility in the town.

The meeting discussed the benefits of having a town centre working group where there is a shared focus and responsibility to improve the town.

3.3. Eden Arts

Eden Arts have requested a meeting with funders to discuss future Winter Droving events.

4. Treasurer's Report

HM presented the latest report as well as the financial report for the previous year. Please refer to the report for full information. HM is in discussions with EDC about monies at present

Action: HM to send summary report to EDC. This will then get sent out with the next levy invoices.

At present we are waiting to hear if BID is exempt from corporation tax.

HM proposed the Budget for 2019-2020 and this was approved by the board. Please refer to the budget for full details.

A separate 'Christmas' bank account is being set up. This will be used for all monies collected. This will make for clearer accounting between donations and other monies.

5. Project Updates

5.1. Greening (DW)

140 Baskets sold to date with 40 still to sell. Directors were asked to try and sell hanging baskets to the town centre businesses. More flyers have been printed and these will be handed out face to face around town.

Action: PB to send a letter to Sainsburys from DB to request permission for the beehives

5.2. Christmas (DH)

We have not been successful in the application for a grant from Story Homes. However, DH is now looking at other sources of funding. There is a joint funding application for greening and Christmas being worked on with the town council.

There is a need to build up a database of key contacts for funding and sponsorship.

6. Funding requests

None

7. A.O.B.

7.1. EVAN Open Studios

The Open Studios and Art Trail Brochure is now available from EVAN Gallery.

7.2. A66 Consultation

DW will attend the launch of the A66 consultation process and report back at the next meeting.

7.3. Antisocial Behaviour affecting shops

The meeting discussed how to best approach the situation with antisocial behaviour taking place outside shops in town. There is a need to involve the police, but directors were unsure how best to support shops and businesses.

Action: PB to conduct research into which BIDs have already worked with local businesses to reduce crime.

Action: PB to speak to Skipton BID about what they have done to reduce antisocial behaviour.

8. AGM

The meeting discussed plans for the AGM. There have been no new nominations, so the present directors are all to be put forward for re-election, baring JT and TL who have chosen to retire from the board. Exec positions are to be voted for at the next board meeting. This will be the first business of first meeting of the second year. Darren will conduct the AGM as he is chair until the next meeting.

The meeting was adjourned at 7.25pm by Darren Broad.

Minutes submitted by: Philippa Ball, Penrith BID Administrator / Manager

Approved by: Darren Broad

Signature:

A handwritten signature in blue ink, appearing to be 'Darren Broad', written over a circular stamp or seal.