

Penrith Business Improvement District Board Meeting

Date: Tuesday 14th July 2020
Time: 5:30 pm
Location: Microsoft Teams video call

Philippa Ball, BID Administrator / Manager (recording) - PB
Stuart Bell, Accountant with Dodd and Co - SB
Darren Broad, Argos (Chair) – DB
Carol Grey, Penrith Town Council (PTC Representative) - CG
Dan Harding, Foundry 34 and Angel Lane Chippie (Vice Chair) - DH
Jamie Redman, Wrights Coffee and Ice Cream and Mr Simms Sweet Shop - JR
Charlie Shepherd, Rotary Club of Penrith - CS
Simon Whalley, Eden Valley Artistic Network - SW
David Whipp, Starfruit - DW

Minutes

1. Apologies

Celia Atkinson, M&S

2. Financial Update

2.1. Welcome to Stuart Bell and review of budget/expenditure

Stuart Bell introduced himself to the meeting. SB will take on the role of the BID accountant, preparing monthly reports, annual accounts and completing the Tax return.

SB presented the accounts for 2019-2020 and explained the specific items on the reports. Please refer to the report for full details. It was noted that £23,500 can be carried forward from last year to this year.

The meeting discussed the projected income for this year. Income items budgeted include:

- Income brought forward from last year;
- levy from supermarkets, which are expected to pay in line with standard terms;
- 45% of remaining levy collection, as advised by British BIDs (working on 45%-5% BID collection in line with standard invoicing terms).

After expensive and contingency there is a projected budget of £50k to be spent in 2020-21. Directors discussed the best allocation of this money and agreed the following allocations:

- **Christmas** – Allocation for 2020 £20k with a £5 contingency (to cover possible shortfall in sponsorship). Vote agreed £25k spend on Christmas.
- **Training** - £2k budget
- **Events** – £3k event fund in addition to specific spending for Winter Droving (£5k)

- **Covid fund** – £5k Admin contingency - fund for extra work towards additional administration which may be required in light of ongoing pandemic.
- **Greening contingency** - £10k contingency for greening planning/refurb of planter etc

3. Matters Arising

3.1. Winter Droving funding request

Eden Arts have requested £6k for Winter Droving 2020. Meeting discussed the presentation from Eden Arts and the benefit to Penrith as a whole. The event will take place over October half term and BID money would be allocated to a photo trail through the town centre.

The meeting agreed that, with the clause that Penrith Town Centre BID levy payers are used for print and photography and other supplies, £5k would be allocated to the project.

3.2. Recruitment of new directors

Ongoing request for all directors to consider potential BID directors.

4. Chairman's Report

DB presented his report to the board, focusing on the working party meetings concerning the town centre road closures. DB explained the process with ongoing working party meetings. DB asked what unified message BID should be giving to levy payers. Directors discussed what BID should be fighting for and aiming towards.

- It was agreed that it is the role of BID to facilitate discussions, keep momentum and ensure decisions are taken for the best of the business community. At the stage, the surveys have not had a high enough response rate to be able to use this as a benchmark.
- The road closure was put in place as a traffic management scheme to keep people safe during Covid-19 and to facilitate social distancing.
- There is a great deal of misinformation at present, which is not helping the situation.
- At present DB and PB attend all working party meetings to represent BID and levy payers.
- Honesty and transparency need to be key to our messaging. We need to find a positive way forward for the benefit of our levy payers.
- Directors agreed that DB is representing the BID fairly and should continue to do so in the same manner.
- DB noted that he will be raising the issue for actions not being completed from the Friday working party meetings.
- BID and Chamber are working in partnership to try and progress issues.
- The meeting discussed the use of maps to facilitate the discussion and directors were pointed towards the map available on the website Welcome Back page - <https://discoverpenrith.co.uk/welcomeback/>

- It was agreed that BID can take a role of holding people to account, particularly for actions allocated. At present actions from working party meetings are not being completed in a timely fashion.
- Meeting agreed to continue with DB and PB representing BID at the meeting and promoting open and transparent discussions.
- Directors requested short explanatory statements giving the details of the road closures, so this united message can be relayed to levy payers and a united message can be given.

5. Projects Update

5.1. Restart Penrith – feedback from BID work and Penrith Working Party

See above

6. Funding Requests

No new requests received

7. AOB

Dodd Accounts registration

SB asked those directors who have not yet returned the Dodds online registration form to do so at their earliest convenience.

Meeting adjourned at 7:00 pm

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

Approved by: Darren Broad

Signature:

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.