

Newham BID Steering Group Meeting Minutes

Venue: Cornish Mutual, Newham Wednesday 2nd October, 6.30pm

Attendees: Neil Scott (NS), Peter Beaumont (PB), Melinda Rickett (MR), Nathaniel Hobbs (NH), Michael Galligan (MG), Alison Elvey (AE), Simon Hendra (SH), Alan Treloar (AT) .

Apologies: Karen & Cameron MacQuarrie, Russell Dodge, Mark Killingback, Roger Gazzard, GE Money (Terry Spargo).

1) Notes of Last Meeting

The notes of the last meeting were approved as a true record except one amendment – the date should have been 3rd September 2013.

2) Actions & Matters Arising from Last Meeting

JT would send a copy of AE's induction plan to NH - completed

PB to write to Truro City Council and Cllr Bert Biscoe re. Newham Road – completed but no formal response received. AE informed the meeting Cllr Bert Biscoe would be visiting Newham on the 7th October to talk through the road.

AE to contact Mel Richardson re. LEP – meeting booked for the 8th October.

JT to contact Roger Gazzard re. schedule of works – complete. AE has also met with Richard Gazzard and is meeting Richard Budge on 7th October.

MG to arrange venue for next meeting and site visit – completed.

JT & NS to see if existing Op. Agreement could encompass Newham BID – completed

AE to contact Cllr J Rowe at appropriate time – this was deemed unnecessary as Guy Thomas is working within Council on Newhams behalf and in correspondence with Cllr Thomas.

All – return A of A forms to PB as appropriate – forms have been received from PB, NH, MR, K & C MacQuarrie.

JT to update Terms of Reference- completed

JT to send NS insurance info for consideration - completed

JT to forward correspondence with those with levy bill queries - completed

AE to contact Matthew Taylor at appropriate time – AE updated that she was in touch with the council over the potential section 106 negotiations on the proposed development for Newham Farm and would keep the committee updated.

Actions to be carried forward

AE to ask Josyanne to amend the Totally Truro Operating Agreement to encompass the Newham BID

AE to contact Matt Hastings at Eden re. Cornwall Together III – Still to complete.

MG would contact the SWW Energy Manager for advice he could pass on to the BID – still to complete

MG to provide information on works for BID website – an email has been sent around to all those on the database and will be added to the website.

All – return A of A forms to PB as appropriate

NS to arrange for bank account and cheque book and update AE – on going

PB to contact Cornish Mutual bankers re. possible deal for TT & Newham – to complete

3) Appointment of Committee Members

Signed forms have been received from PB, NH, MR, K & C MacQuarrie. AE was offered to contact those who had not submitted their forms. It was reiterated that those who did not attend three of the meetings a year could be approached to ask if they are still interested. AE to talk to MacSalvers on that basis. Mark Killingback and Braemar Howells to be asked to join the committee.

There was a discussion about frequency of meetings. NS confirmed that Totally Truro's committee met six times a year (every two months). The committee agreed this was the best way forward and if there ever needed to be an extra meeting an extraordinary meeting could be called.

Action: AE to contact those Steering Group members who hadn't signed up to the new committee. AE to contact new members.

4) Income & expenditure update

Office set up is complete. AE has free use of MJ Medicals office (including internet, electricity, business rates, rent), a computer supplied by Cornish Mutual, AE will use her own phone and charge through expenses, Creative Edge are webhosting & will produce business cards, AE is covered under the Totally Truro insurance but just needs to confirm any additional Insurance required, payroll & annual accounts will be charged at a proportion of the Totally Truro costs and administered by Francis Clark.

Action: AE to ensure Insurance is adequate.

Separate Bank Account for Newham: NS to establish the bank account. Four signatories were agreed (two required for each cheque). AE, NH, PB & MR. AE would keep a cashbook and pass over all invoices and financial information quarterly to NS for the VAT return. NS explained that cash flow for Totally Truro would flow with 90% of collection complete by June, and spent by March.

Levy: AE advised the committee that £31,000 had been collected so far with £15,800 approx still outstanding from the period September 2013 to March 2014. NS agreed to invoice the Council this week for the monies.

5) Project Action plan and priorities

AE presented a report of the work she had undertaken so far for the BID and an Action Plan of the next steps and asked the Committee to prioritise the plan. AE advised the committee that she had made contact with many businesses across the estate; bus companies regarding the public transport; had a meeting set up with Cllr Burt Biscoe's (and had met with Cllr Nolan) regarding the road; had made contact with Richard Budge regarding the upkeep and maintenance; and made contact with Cory.

However due to time pressures the main action taken was to assign some of the priorities to committee members to assist AE develop the projects. NH agreed to

assist with the road and MR & AT agreed to assist with the signage project. PB agreed to assist on any financial matters of the BID.

6) AOB

A discussion was held about holding a Christmas drinks to update businesses on the estate about the progress of the BID.

Action: **AE to confirm a time and date.**

7) Date & time of next meeting

The next meeting will be on **3rd December, 5.30pm at Cornish Mutual, Newham Road.**

ACTIONS

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AE to contact those Steering Group members who hadn't signed up to the new committee. AE to contact new members.

AE to ensure Insurance is adequate.

AE to confirm a time and date for Christmas drinks