

Newham BID Steering Group Meeting Minutes

**Venue: Cornish Mutual, Newham
Tuesday 6th August, 5.30pm**

Attendees: Josyanne Thatcher (JT), Neil Scott (NS), Peter Beaumont (PB), Melinda Rickett (MR), Russell Dodge (RD), Rob Nolan (RN), Nathaniel Hobbs (NH), Michael Galligan (MG).

Apologies: Karen & Cameron MacQuarrie, Alan Treloar, Simon Hendra, Alison Elvey de Rios.

1) Notes of Last Meeting

The notes of the last meeting were approved as a true record.

2) Actions & Matters Arising from Last Meeting

Appointment of BID Manager: NS said he would arrange for photo and accompanying information on AE to be done on Monday 9th September and forward to MR to go on the website. JT had sent out the letter to all businesses regarding Alison's appointment. JT would send a copy of AE's induction plan to NH. JT and Mario Cortes had sent relevant documents to AE in advance of her start date.

Newham Road: JT had emailed Cllr B Biscoe who had replied to say he had "sent it up the line". RD reported that Roger Gazzard had requested a letter from Newham BID asking for improvements to Newham Road. PB had drafted a letter which he read out outlining the problems with the road, that nothing had happened following previous lobbying, and asking that the issue be progressed. NS suggested a version of PB's letter also be sent to Cllr Biscoe. NB: Following MG's statement about the site works and increase in lorries on Newham Road it was agreed to add this to the letter.

Utility Costs: JT had contacted Matt Hastings at Eden regarding their project to provide cheaper utilities for businesses, currently known as Cornwall Together III. He had suggested contacting Alison when she was in post with a view to sending round a questionnaire to businesses asking for information on current usage. In response to a question from PB, MG explained SWW forward bought their energy 2 yrs in advance. AG would contact the SWW Energy Manager for advice he could pass on to the BID.

LEP Strategy: It was noted that AE would contact Mel Richardson directly to see where Newham BID might benefit from the LEP strategy. JT explained that following a LEP board meeting on 11th September the latest draft of the LEP Strategic Investment Framework (EU) strategy would be available for comment. Further information could be found on the LEP website.

SWW works to increase capacity: MG explained that work was soon to commence on increasing capacity which, in addition to closing several streets in the centre of Truro, would mean a large increase in lorries travelling up and down Newham Road. The projected time period for the works was 40 weeks and was necessary due to the expansion of Truro. It was also important to protect the shell fishery downstream. MG offered a site visit for steering group members. This could be advertised to

Newham businesses asking them to contact MG if they were interested. It was agreed that the visit be done after the next steering group/committee meeting which could be held at SWW. It was also suggested to do a port visit. RN said a schedule of works for Truro could be obtained from Truro City Council (Roger Gazzard) which could be put on the BID website. JT would contact Roger Gazzard. MG would also supply information to go on the website to JT.

Operating Agreement and Levy Collection Fees: JT reported that she had not received any feedback from Revenues regarding levy collection fees and had accordingly passed the issue to her manager. It was suggested that the BID write to the Localism Portfolio Holder making a case for reduced fees, however, it was noted that as the BID would be administered by Totally Truro and any Operating Agreement would be between them and the council, there might not need to be a separate Operating Agreement ie. the levy collection could be covered by the existing agreement. NS and JT would read the existing Operating Agreement. It was agreed not to contact the Portfolio Holder until the outcome of this option was known. It was agreed to ask the Portfolio Holder (Cllr Jeremy Rowe) to visit the BID after Alison was in post.

3) Appointment of Committee Members

JT had updated the Acceptance of Appointment form. She suggested the group agreed who it wanted as committee members as a first step and consider representation from the industrial sector. NS suggested waiting until AE had built relationships with business people.

PB had been elected as Chairman and MR had been elected Vice-Chairman. NH, RD, and SH had expressed a wish to be on the committee. MG explained he would be happy to be on the committee but would continue to be based in Redruth. PB asked that everyone complete and sign the Acceptance of Appointment forms and return them to PB.

NS said Totally Truro would be holding a board meeting on Thursday. They will be deciding on who will be future board and committee members. The TT board representatives from Newham was discussed and it was agreed these should be the Newham Chairman and Vice-Chairman.

4) Terms of Reference

JT had drafted Terms of Reference for the committee. It was suggested to keep these as they were but add another item to the list for discussion at future meetings (under 6.5) of "Progress on Projects".

5) Office set up, insurances, company set up costs, salary for manager

Office set up: NH confirmed the office had been set up for AE. NS was helping PB in setting up a mobile phone and laptop for future use.

Recruitment agency fees: JT confirmed there were adequate funds left in the budget for recruitment agency fees which were expected to be invoiced 2 weeks after Alison's start date. JT had asked Smith & Reed to invoice Caroline Sargent at CDC.

Separate Bank Account for Newham: NS asked if Newham should have a separate account. He thought it appropriate to produce one set of company accounts. Francis Clark were TT's accountants. They did not use Sage but just kept a cash book.

Newham would have a separate balance sheet and profit & loss account. It was agreed Newham would have a separate bank account and AE would have a cheque book. NS would brief AE on these arrangements. A brief discussion also took place on interest TT currently received. PB would investigate alternative banking arrangements to benefit from better interest rates.

Insurances: NH asked what insurance arrangements were in place for the manager. NS said he had "in office" cover and would inform insurance company of extended coverage required. It was noted that AE would need to be covered for any work in the community. JT would send NS information on the cover provided for St Austell BID.

6) Any Other Business

Parking issues: RN asked if the BID wanted him to lobby for a parking scheme to ease blockages at certain points in Newham. NH suggested a strategy needed to be put in place first for parking in Newham and pointed out that there could be implications from the anticipated housing developments. The BID therefore did not wish to pursue any parking restrictions at the current time. It was noted that there could be S106 benefits and JT suggested AE makes contact with the developers as early as possible. RN said that Matthew Taylor was acting for the developers.

Queries about levy bills: MR asked if those with levy bill queries had paid. JT said Nurse Plus had paid but was unaware whether The Granary or the Cornish Talking Newspaper had. No other queries had been received. JT would forward the correspondence to AE.

7) Date & time of next meeting

The next meeting will be on **2nd October, 5.30pm at South West Water, Newham Road.**

ACTIONS

JT would send a copy of AE's induction plan to NH
PB to write to Truro City Council and Cllr Bert Biscoe re. Newham Road
AE to contact Matt Hastings at Eden re. Cornwall Together III
AG would contact the SWW Energy Manager for advice he could pass on to the BID
AE to contact Mel Richardson re. LEP
JT to contact Roger Gazzard re. schedule of works
MG to provide information on works for BID website
MG to arrange venue for next meeting and site visit
JT & NS to see if existing Op. Agreement could encompass Newham BID
AE to contact Cllr J Rowe at appropriate time
All – return A of A forms to PB as appropriate
JT to update Terms of Reference
NS to arrange for bank account and cheque book and update AE
PB to contact Cornish Mutual bankers re. possible deal for TT & Newham
JT to send NS insurance info for consideration
AE to contact Matthew Taylor at appropriate time
JT to forward correspondence with those with levy bill queries