



BID Board Meeting 1st August 2017
Kings Heath BID Ltd.

Present: Chris O’Neil (CO) Acting Chair, Gary Baines (GB), Stan Hems (SH), Martin Mullaney (MM), Phil Alden (PA), Sharon Martin (SM), Neville Summerfield (NS) Michelle Rowland (MR) minute taker.

Apologies:

		Action
1.	<p><u>Welcome, introduction, declaration of interests</u> CO opened the meeting and asked for declaration of interests of which there were none but reminded that any potential conflicts of interests on any items discussed during the meeting.</p>	
2. (i)	<p><u>Urgent business</u> <u>To co-opt Sharon Martin of Esme East as Director of Kings Heath BID with immediate effect.</u> CO proposed this and SH seconded this.</p>	
3. (i)	<p><u>Approval of minutes of 18th July 2017</u> Minutes were not available for this meeting. MR agreed to send these to the Chair once completed.</p>	
4. (i)	<p><u>Governance Issues</u> Request by Brett Rehling of Kitchen Garden Café to become a Director of Kings Heath BID. CO advised that he was interested in joining and would be coming to the meeting in September. It was agreed no information would be sent to Brett until he had been co-opted into the meeting.</p>	
(ii)	<p><u>Resignation of Frank Nutt</u> Noted</p>	
5. (i)	<p><u>Finance</u> <u>Update on the financial position of the company.</u> MM advised that the documents circulated had been prepared as of today, with outgoings between now and March 2018. CO asked for clarification on the VAT. MM discussed the forward plan spends which CO clarified. Hanging baskets for the High Street have been over supplied and CO asked for MM to ensure they only bill for the amount ordered. CO also asked MM to ensure the condition of these.</p>	MM

	<p>MM discussed the re-ballot campaign, advising that this needs to take place every 5 years and that they had been recommended to obtain a specialist consultant to assist with this. MM discussed the work she is doing and how she will assist with this. MM advised she is a British BID's Inspector.</p> <p>MM discussed the process that takes place for the benefit of SM and how the 300 + BID members will be asked of their requests / requirements for the BID. The 5 years are up at the end of March 2018. CO believed the BID did not have a baseline and a promise needed to be made on what the BID will spend the money on. CO asked MM when the consultant would obtain baselines. MM believed September / October following the business plan being completed. The consultant will need to obtain more than 50% from their survey. MM advised phase 2 would be asking the BID payers what they would like to see and then put the business plan forward and then the baseline. MM stated that the Consultant had e-mailed the baselines from other Councils she had worked with. MM will be obtaining a baseline from the Police and the business plan will be built on the baselines.</p> <p>The Board discussed the baselines that may be looked at.</p> <p>The next stage will be the consultant contacting 50% + 1 of BID payers for the survey. GB asked if overall vote was no what would happen. MM advised that the consultant would still need to be paid, along with Tiger Bam's work and any printing.</p> <p>The finance figures were looked at and discussed for the benefit of SM as this was her first meeting.</p>	
(ii)	<p><u>Adverts in the June issue of Enjoy Kings Heath magazine</u></p> <p>Some businesses have not paid for their adverts in this issue. MM advised that two businesses had not paid for this. SH agreed to speak to these businesses.</p>	SH
6.	<p><u>September Street Festival</u></p> <p>The decision paper produced by MM was distributed which the Board discussed.</p> <p>CO discussed the Regulations that would be coming into place on 1st August on Council land, including road closures and CO discussed how they would need to comply with 3,000 + people. This event had to go to the SAG which has been rolled across the City for all events and includes the Fire Service and Police. MM discussed the National guidelines and the compulsory agreement for anti-terrorism measures. PA clarified for SM as Security and Fire Advisor, and discussed the key documents needing to comply with; the Safety First document, West Midlands Fire Risk Assessment, which states the width needed, along with the Health and Safety Executive document and the Birmingham City Council document which states security marshals are needed, and high velocity vehicles. Fencing would need to be placed and bag searches, with a minimum width space to evacuate. Should these measures not be in place the BID Board would be liable. A minimum 1:100, width, 7.65metres which PA advised were critical issues. SH discussed insurance and whether they would be able to take this out due to the measures needed.</p> <p>The Board discussed the cost for the event to take place in York Road.</p> <p>MM discussed the financial situation of the BID and the liability of the Directors.</p>	

	<p>CO advised MM's wages could be cut back to 25 hours (as per contract) from 37 hours.</p> <p>CO asked to look at the amount of the re-ballot and look at a decision to where costs could be cut.</p> <p>CO proposed the Festival be cancelled and all Board agreed to this.</p> <p>The Board agreed this could not go ahead. PA advised Tiger Bam have the details and CO asked that MM liaise with the Board after speaking to Tiger Bam before details go out to press.</p>	MM
7.	<p><u>Any other business</u></p> <p><u>Christmas lights</u></p> <p>GB asked if they could work on the Christmas lights switch on, suggesting they work with All Saints and the Kings Heath Business Association, giving plenty of notice.</p> <p><u>MM taken down to 25 hours per week</u></p> <p>CO asked what notice needed, draw up a plan what could achieve in the 3 days and look to prioritise what can be done and address potentially costs. Not completing the street festival will free up some of MM's time.</p>	
8.	<p><u>Next Meeting</u></p> <p>To be confirmed.</p>	