



**BID Board Meeting 16<sup>th</sup> May 2017**  
**Kings Heath BID Ltd.**

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

**Apologies:** None

		<b>Action</b>
1.	<u>Welcome, introduction, declaration of interests</u> CO opened the meeting and gave introductions as this was FK’s first meeting. CO thanked everyone for coming and asked for declaration of interests of which there were none. MM discussed the BID model for the purpose of new Board Directors and CO clarified the purpose of the BID.	
2.	<u>Approval of minutes of 21<sup>st</sup> March 2017</u> The Board agreed this was an accurate record of this meeting and approved these.	
3.	<u>Action tracker</u> Actions were reviewed and those completed would be removed. MM to complete a monthly timesheet of work completed and e-mail this to SH.	<b>MM</b>
5.	<b><u>Finance</u></b> <u>Approval of version 2 of the Kings Heath BID limited Financial policy document</u> (i) This was distributed and the policy discussed. The Board voted and agreed this. It was agreed that this would be updated when necessary and come back to the Board for approval. (ii) <u>Current status of Kings Heath BID finances</u> MM explained the overall payment and BID levy which is documented in the report. (iii) <u>Current status of forward plan of budget until 31<sup>st</sup> March 2018</u> MM discussed the planned expenditure and outgoings until March 2018 which would have a surplus of £10,000. CO suggested the Board use this for Christmas lights and obtain sponsors to increase this. MM has spoken to the Council regarding pitches to utilise and bring revenue in for the BID.	

<p>6.</p> <p>(i)</p> <p>(ii)</p>	<p><b><u>Governance</u></b></p> <p><u>Co-opting Helen Berry as Director</u> CO proposed this and GB seconded this. The Board all voted and agreed for HB to be ratified at the next meeting.</p> <p><u>Making the Board minutes publicly available.</u> <u>Discuss member's page on the website.</u> CO asked the Board to vote on the minutes being publicly available. This was agreed by all of those present. MM discussed the members section on the website and suggested what this could contain, which the Board voted on and agreed this would benefit the BID. The Board suggested having an "enjoy Kings Heath" website within the members section.</p>	
<p>7.</p> <p>(i)</p> <p>(ii)</p> <p>(iii)</p>	<p><b><u>A.O.B.</u></b></p> <p><u>Issue about the monthly York Road street market – raised by Chris O'Neil</u> CO discussed the original agreement and footfall of this market and that this has now extended to the whole of York Road. The residents of Waterloo Road have signed a partition which CO read out stating that the market is causing an inconvenience with parking and have asked the BID to review its closure procedures, as they believe it is the BID that arranges the York Road Market. CO discussed the September Festival, advising the Board needed to ensure they had a Fire and Safety certificate and a risk assessment. MM advised that the Festival brings people into Kings Heath and would look at the layout to ensure shop frontages were not blocked and also agreed to ensure all safety regulations were in place and the Council were aware of this.</p> <p><u>Approval of Enjoy Kings Heath magazine to go to print.</u> A draft magazine was distributed to the Board and MM asked if this could be sent for printing. The Board discussed the font size and noted an amendment in the Kings Heath Business Directory. Directors questioned a few businesses having "free adverts" and MM advised they could learn from each magazine. The Board voted and agreed for the amendments to be made and the magazine then to go to print and further issues would be resolved for the August issue.</p> <p><u>Board meetings to be every two months instead of monthly</u> The Board agreed that these could be moved to 2 months but no more than this and ensure that any decisions were and recorded where appropriate.</p>	<p><b>MM</b></p>
<p>8.</p>	<p><b><u>Next Meeting</u></b> Early June/July date and venue to be confirmed.</p>	