updated 6th April 2018

	Delivery and Management				Theme 1 - Clean, Green and Safe Projects	Theme 2 - Promoted and Marketed Projects	Theme 3 - Vibrant and Accessible Projects		Theme 4 - Supporting Your Business Projects
week ending	**Board meetings**	**AGM**	**BID levy payments**	**Introduction of General Data Protection Regulations (GDPR)**	**Four Seasons planting up of planters**	**Tiger Bam events**	**September Street Festival**	**Christmas Lights for December 2018**	**training courses**
07/04/2018	Agenda to be sent out on Wednesday 4th April						Martin to understand the requirement for hostile vehicle barriers from anti-terrorism unit	Martin to get confirmation that Kings Heath BID can use private company to erect Christmas Lights. Reducing cost by 50%	
14/04/2018	Wednesday 11th April	Decision on agreed date of AGM and process to follow to be agreed at Board meeting on Wednesday 11th April. Also process to communicate on new Articles of Association to be agreed at same Board meeting.		Martin to present paper to Board meeting on what the implications are for Kings Heath BID with the GDPR		Martin to present new Tiger Bam contract at Board meeting on 11th April	Martin to present report to Board on seeking Premises License for York Road and Heathfield Road		
21/04/2018			First advance payment of the 2018/19 BID levy must be made by 16th April as per the Operating Agreement. First advance payment is 78.4% of the total levy due. For 2018/19 this will be 0.784x£136,320, which equals £106,875	Martin to introduce new processes to ensure GDPR compliance			Begin application for Premises License for York Road and Heathfield Road. Board approval will be required	meeting with city centre management on 16th April to discuss using private contractor	
28/04/2018									
05/05/2018	Agenda to be sent out on Wednesday 2nd May								
12/05/2018	Wednesday 9th May	Notice of meeting to be sent out on Monday 7th May.							
19/05/2018									
26/05/2018		Notice of Ordinary resolution on nominations to be directors to be distributed on Tuesday 22nd May.		GDPR comes into force on Friday 25th May			Premises license for York Road and Heathfield Road granted		
02/06/2018						Capture Kings Heath: Summer 2018 (opens)			
09/06/2018	Agenda to be sent out on Wednesday 6th June	Requests for membership and/or proxy votes must be received by 5pm Monday 4th June. General meeting - Wednesday 6th June							
16/06/2018	Wednesday 13th June								
23/06/2018									
30/06/2018									
07/07/2018	Agenda to be sent out on Wednesday 4th July								
14/07/2018	Wednesday 11th July					Capture Kings Heath: Summer 2018 (closes / winner announced)			
21/07/2018									
28/07/2018			Balancing payment for 2017/18 is due by 25th July. Balancing is the difference between the total money collected and 95% of the total possible mony collected. It is predicted that for this year it will come to a £3500 payment from the council to Kings Heath BID limited						
04/08/2018	Agenda to be sent out on Wednesday 1st August								
11/08/2018	Wednesday 8th August								
18/08/2018									
25/08/2018									
01/09/2018									
08/09/2018	Agenda to be sent out on Wednesday 5th September	Notice of meeting to be sent out on Monday 3rd September							
15/09/2018	Wednesday 12th September						Street Festival - Sunday 9th September		
22/09/2018		Notice of Ordinary resolution on nominations to be directors to be distributed on Tuesday 18th September							
29/09/2018						Capture Kings Heath: Autumn 2018 (opens)			
06/10/2018		Requests for membership and/or proxy votes must be received by 5pm Monday 1st October. AGM meeting - Wednesday 3rd October							
13/10/2018	Agenda to be sent out on Wednesday 10th October		Second advance payment must be made by 12th October as per the Operating Agreement. Second advance payment is (95% minus 78.4%) of the total levy due. For 2018/19 this will be 0.166x£136,320, which equals £22,629			Pumpkin Trail Launch			
20/10/2018	Wednesday 17th October								
27/10/2018									
03/11/2018						Pumpkin Trail Closes			
10/11/2018	Agenda to be sent out on 7th November					Capture Kings Heath: Autumn 2018 (closes / winner announced)			
17/11/2018	Wednesday 14th November								
24/11/2018									
01/12/2018									
08/12/2018									
15/12/2018									
22/12/2018						Bauble Trail Launch			
29/12/2018									
05/01/2019	Agenda to be sent out on Wednesday 2nd January					Bauble Trail Closes			
12/01/2019	Wednesday 9th January								
19/01/2019						Capture Kings Heath: Winter 2018 (opens)			
26/01/2019									
02/02/2019									
09/02/2019	Agenda to be sent out on Wednesday 6th February								
16/02/2019	Wednesday 13th February								
23/02/2019									
02/03/2019						Capture Kings Heath: Winter 2018 (closes / winner announced)			
09/03/2019	Agenda to be sent out on Wednesday 6th March								
16/03/2019	Wednesday 13th March								
23/03/2019						Easter Egg Trail Launch			
30/03/2019									