



## Minutes

**Meeting:** West Chester Commercial BID – Executive Board Meeting  
**Date:** Thursday 14<sup>th</sup> October 2021  
**Time:** 2:00pm – 3:30pm  
**Location:** MS Teams Meeting

- Jordi Morell - Obsidian Group (JM)
- Eleanor Thomas – Living Floors (ET)
- Lexa Farthing – Cheshire West Library Services (LF)
- Chris Leicester – Sanctuary Housing (CL)
- Mark Diaper – Legat Owen (MD)
- Greville Kelly – Groundwork CLM (GK)
- Hugh Shields – Groundwork (HS)
- Stephanie Leese – Groundwork CLM (SL)

- Gill Williams – CWAC (GW)
- Elaine Smillie -

### Apologies:

- Steve Potts – B&S Group (SP)
- Ann Rogers – Deva Design (AR)

Agenda Item	Minutes	Actions
<b>Welcome &amp; Apologies</b>	<p>JM welcomed all those present to the meeting.</p> <p>Apologies were received from Steve Potts and Ann Rogers.</p>	
<b>Minutes from previous meeting and actions</b>	<p>HS had distributed the minutes from the previous meeting via email and asked if there were any questions. JM went through the actions of the previous meeting.</p> <ul style="list-style-type: none"> <li>• GK – BID 2 – The BID Team are now drafting the consultation survey which will be distributed to businesses.</li> <li>• Diabetes awareness – was costing 5k. HS will look at this again and will provide more detail at the next meeting if the board want to go ahead.</li> <li>• CCTV will be discussed later.</li> </ul> <p>The minutes from the previous meeting were approved as a true and accurate record of the meeting.</p>	<p>HS to re-look at Diabetes Awareness.</p>
<b>Finance Report</b>	<p>GK shared the screen.</p> <p>JM posed a question regarding Security – nothing was spent in Q2, then in Q3 and Q4 the costs are quite high. Why were the costs so high in Q3? HS – this was due to the extra security the BID put on for traveler incursions and for the bank holiday.</p>	

	<p>JM asked what administration costs cover – GK – these costs cover ICT costs, phone costs, CRM Costs, Sub to British BIDS, leaflets and vouchers, plus travel expense costs.</p> <p>JM asked what the colour coding on the sheet meant. GK - colour coding is if underspent by more than 10% it goes yellow. If more than 50% it goes red. This is done manually.</p> <p>Training courses for the year totaled £2.9k against a forecast of £5k due to the pandemic impacting delivery. The costs for website development were also slightly under budget, as were the News bulletins and operational costs.</p> <p>The main variance between forecast and actual costing was the lack of investment in signage and landscape. However, there will be additional maintenance responsibilities kicking in in the next year. Rapid Text is for use of emergency and use-age drives cost.</p> <p>LF asked what the BID should be aiming for in terms of a surplus and what should the BID be spending this on? GK says there are variations and unexpected events that a surplus is often used for. There is nothing in the BID regulations saying you can only carry over so much. At the moment, there is a significant surplus – it is a healthy amount to continue to invest. Hopefully funding can be spent on the CCTV project.</p> <p>There were no further questions.</p>	
<p><b>Project Report</b></p>	<p>HS briefly outlined the report.</p> <p><b><u>Crime and Security</u></b> – Everybody on the board was in favour of investing in CCTV and looking at smart options. CCTV project is now underway way.</p> <p>HS displayed the crime report on where crimes had occurred. Most crime was on Mercury Court. HS will report on this monthly.</p> <p><b><u>Landscaping</u></b> – tree topping by the football ground – the BID will go ahead and do this – just waiting on a price. HS has spoken to the football ground. At the start of the BID, CWAC did this – JM does not think the BID should be taking on the costs of the trees at the football ground. There is a contract that the club has with CWAC – the football club are responsible for the costs. CWAC need to speak to the football club and say they are failing on the contract. HS will take this out of the master plan.</p> <p>HS reported there has been a homeless person residing on the estate. HS has spoken with the individual and GW has spoken with housing to try and find out whether he has gone to temporary accommodation.</p> <p><b><u>Vacancies</u></b> – opportunities for jobs on the estate. HS has been to job fairs and businesses have given HS vacancies to promote at job fairs in Northwich and Winsford. Businesses are finding it difficult to fill vacancies. HS asked if any questions. ES has vacancies that need advertising.</p> <p>GW – in terms of issue with recruitment – businesses should continue to work with the Work Zones.</p>	<p>HS to report on crime in the BID area.</p> <p>HS to take tree cutting at the football club out of the master plan.</p> <p>ES to send HS job vacancies to advertise.</p>

	<p>There were no further questions on the project report.</p>	
<p><b>AOB</b></p>	<p>Recording studio opening next door to LF. Will be some events going on. Ties in nicely with the CCTV project as this will bring more people on to the estate at night – will be more parking and more people around in the area.</p> <p>LF – is there a statement on the climate agenda? Does the BID have something on this? GK says this is down to the board – the BID is there to take on any agendas as the board sees fit for the businesses. If not on the agenda, it should be.</p> <p><b><u>Carbon Literacy training</u></b> – is cost effective to roll out. Will give basic understanding of the agenda. GK will come back with some ideas.</p> <p>HS has met with Colin from Streetscene and walked around the estate. Will be doing litter picks, looking at getting rid of the weeds, and maintaining certain areas.</p> <p>3 people have looked to join the board. GK checked the constitution – the Executive Board can have no more than 7 members. There is space for 1 board member. HS will email the other 2 individuals to let them know if any spots come available they will be considered. Kerry will rejoin the board.</p> <p><b><u>Made Smarter</u></b> – open to SMEs with 50% match funding for software and digital internships.</p> <p>Still getting info on vaccines. If people need this information GW will continue to send the information to HS.</p> <p>Public health team are still funding the mental health session. These will continue up until Christmas. Free as public health has funded it.</p> <p>JM thanked everybody for joining the meeting. The meeting was closed.</p>	<p>BID Board to look at the climate agenda and what the BID can do – GK to come back with ideas.</p> <p>HS to email the 2 individuals to let them know there is currently no space on the BID board.</p>

**Date and time of next meeting: Thursday 13<sup>th</sup> January – 2:00pm Via MS Teams.**