

Minutes

Meeting: West Chester Commercial BID – Executive Board Meeting
Date: Thursday 14th April 2022
Time: 2:00pm – 3:30pm
Location: MS Teams Meeting

- Jordi Morell - Obsidian Group (JM)
- Chris Leicester – Sanctuary Housing (CL)
- Jane Hough – Groundwork CLM (JH)
- Hugh Shields – Groundwork (HS)
- Gill Williams – CWAC (GW)
- Ann Rogers – Deva Design (AR)
- Mark Diaper – Legat Owen (MD)
- Lexa Farthing – Cheshire West Library Services (LF)

Apologies:

- Ceri Roberts - ARCO
- Elaine Thomas – Living Floors

Agenda Item	Minutes	Actions
Welcome & Apologies	<p>JM welcomed all those present to the meeting. The Chair welcomed Mary Murphy to the meeting as an observer. Introductions were made.</p> <p>Apologies were received from Elaine Thomas and Ceri Roberts</p>	
Minutes from previous meeting and actions	<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> <p>The minutes from the previous meeting were approved as a true and accurate record of the meeting.</p> <ul style="list-style-type: none"> • It was confirmed that HS distributed information in relation to diabetes awareness to the Board, no further actions were needed. • JH confirmed there was a contribution to the BID membership and also the CRM cost has come down again in line with what they should be. • HS confirmed he has liaised with the Police in relation to the crime figures being currently high, the Police believe that quite a bit of the crime is coming from the housing estates nearby the business park. 	
Finance Report	<p>Financial position is mostly unchanged. The BID has been in a healthy position for a number of years now.</p> <p>JH reported the finance report for Q2 has been distributed and also the annual accounts of which show we are still operating on a healthy surplus. We have taken from year four £89,376, these accounts need to be presented at the AGM In addition for Q2 we are operating within budget, we expect to spend the forecasted budget with exception of the maintenance of CCTV.</p>	

	<p>Purchase order has been received from Cheshire Council £36,900 in addition to the £52,000 already received last September of which will put the Bid in an even healthier position. In addition it is expected businesses will reconcile last year's income to what has been received, potentially we could have another payment within the next six weeks.</p> <p>It was clarified that the bill is based on pro rata.</p>	
<p>Project Report</p>	<p>HS briefly outlined the report.</p> <p>CCTV - The contracts have been sent to legal to see what is to be put forward to the board for signing.</p> <ul style="list-style-type: none"> • planning permission has been approved • the next stage is for Onetek to contact Highways to establish where the cameras are to be installed and to check all the safety aspects • audit completed, all faults reported and schedule received from Streetscene <p>Security</p> <ul style="list-style-type: none"> • extra patrols booked in for bank holidays. • HS confirmed all new street lighting has been replaced by Qwac <p>Landscaping – IS have completed safety checks and landscaping on the signage that has been installed the previous year.</p> <p>Business Engagement – HS works closely with GW making sure that any information regarding grants are disseminated to the businesses. Other information given to the business are in relation to work shops, training and any other relevant information that is beneficial to their business.</p> <p>HS also reported that two new business have come onto the estate and one other business has built additional premises.</p> <p>GW reiterated what HS reported in respect of grants and funds and also confirmed that one of the funds has been extended.</p> <p>HS working on the next quarterly bulletin and is receiving good news stories from the business.</p> <p>Training courses are ongoing and are currently full.</p> <p>There were no further questions on the project report.</p>	<p>GW to look into rubbish bins being located on the site GW/HS to look into ownership of the communication box</p> <p>HS to promote recruitment of new board members to the businesses</p>
<p>BID 2 Consultation</p>	<p>JH provided an update in respect of the development project.</p> <ul style="list-style-type: none"> • The business plan has gone out for consultation • The BID Team have been engaging companies across the business park and collating responses over the phone, survey and face to face feedback • Feedback will be taken into consideration • GW has been liaising with CIVICA (external service) • GW has also been aligning notification with Andrew Lewis, Exec at Qwac to instruct the ballet with CIVICA. 	

	<ul style="list-style-type: none"> • We are engaging with business rates for the site as there are over 150 hereditaments as there are a number of business that won't receive the ballots direct, they will go the their Head Office. • On track to go to ballot on 2nd June, we should receive result within 28 days from the final date of the ballot <p>JM confirmed that Royal Mail abstained from the voting.</p>	<p>BID Team to continue to contact Head Offices</p>
<p>AOB</p>	<p>MM relayed positive feedback in respect of one of the courses provided by the BID Team. The Chair asked other members to approve the appointment of MM onto the Board, all agreed.</p>	<p>JM is open to discussions with any potential board members who are</p>

Date and time of next meeting: 25th May 2022 (AGM) 12:00