

Attendees:

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| 1. Clive Relf – Kreston Reeves (Chair) | 11. Sue Langdown—ACRA |
| 2. Peter Scutt – Whitefriars (Vice-Chair) | 12. Marco Keir (until 11am)– Canterbury Christ Church University |
| 3. Therese Heslop – Canterbury Cathedral | 13. Paula Gillespie – The Marlowe Theatre |
| 4. Caroline Hicks – Canterbury City Council | 14. Ian Blackmore — Immense Tours |
| 5. Blake McCaskill – Republic Events/City Sound Project | 15. Michael Jacobs—Debenhams |
| 6. Karl Elliott – Clague Architects | 16. Jan Pahl—Canterbury Society |
| 7. Clare Millett – The Westgate Hall | 17. Lisa Carlson – Canterbury Connected BID |
| 8. David Redgate – Girlings Solicitors | 18. Lucy Martin – Canterbury Connected BID |
| 9. Dan Grimwood – The Refectory Kitchen | 19. Rachel Pilard – Canterbury Connected BID |
| 10. Paul Turner—The Marlowe Theatre | 20. Emily Wells – Canterbury Connected BID |

1. Welcome, Introduction, Apologies

Apologies:

1. David Hughes—KCC
2. Richard Scase – Canterbury Society
3. Jonathan Fitter-Harding – Dodgems & Floss
4. Alex Ridings – Think Studio
5. David Lilford – Lilford Gallery & Lilford Framing

Thank you and farewell: Therese Heslop who is leaving Canterbury Cathedral and the BID Board on 18 January

Welcome:

1. Sue Langdown—new Board Observer, representing ACRA (Alliance of Canterbury Resident's Groups)
2. Paul Turner—new Board Member and Finance Sub-Committee Chair (Marlowe Theatre)
3. Michael Jacobs—joined the meeting as an observer from Debenhams
4. Jan Pahl—representing the Canterbury Society in place of Richard Scase

2. Declarations of Interest

Name:	Company:	Reason:
1. Caroline Hicks	Canterbury City Council	Service Level Agreement

3. Minutes of Previous Meeting and Matters Arising

- Minutes of the 12 December 2018 Board meeting approved with one amend (add Jan Pahl as attendee)
- BID Offices—The BID Team can stay in the Barrett's building (sharing an office with Visit Kent) until June or July. We are currently looking at options around the city and will report back.

4. Operations Report

- Ops reports are now on the BID website and will be sent to councillors and other key contacts.
- The report now includes a summary of the City Centre Report, including footfall, vacancy rates, tourism and sales performance and any survey results from the BID (eg, customer survey before Christmas).
- Visit Kent released new tourism figures, comparing the period from 2015 to 2017—see the Ops report for highlights.
- Christmas—we have asked CCC for a debrief meeting on the Christmas market and lights switch on event to help plan for 2019. Feedback so far is that retailers would like to see the footfall throughout the Christmas period spread throughout the city.

5. Sub-committee reports

BID 2

- **Proposal:** approved by the BID Board with one amend (correction of ballot date) and submitted to CCC on 16 January 2019.
- **Next steps:**
 1. The BID 2 Proposal is on the agenda at CCC's Regeneration and Property Committee on 24th January. The proposal will be published in full on the CCC website with the agenda and papers for the Committee, which is a public meeting. The Committee will consider a CCC Officer report (which includes the full BID proposal) from Ian Brown with a recommendation to allow the BID ballot to take place. We would like as many BID Board and team members to attend the Committee meeting as possible. Six people are registered to speak in favour of the BID proposal: Rachel Sanders from BoConcept, Zoe Rodda from Lily's Bistro, Paul Barrett from Barrett's, Jan Pahl from the Canterbury Society, Cllr Michael Dixey and Clive Relf from Kreston Reeves/BID Board Chair.
 2. The BID Team will work with the BID 2 sub-committee to turn the Proposal into a Business Plan that will be launched at the Annual Conference / AGM on **22 May (note new date)**.
- **Board engagement and communications with levy payers:** We want to encourage a high voter turn out which means we need to plan a number of engagement events as well as one-to-one meetings with businesses. We will look at the engagement plan in more detail when we meet on 6th March.

Marketing and Events

- Sub-committee meeting postponed to 26 February and will consider event applications and the city centre marketing for 2019 including the new City Shopping Map created by the BID, the MyCanterbury website re-launch, the DMP update, support for Traders' Associations Support and the Visit Kent summer campaign.
- The Board agreed that the Marketing & Events sub-committee has delegated authority to decide how the approved Event Sponsorship budget is allocated. Terms of reference will be updated.
- The BID Event Sponsorship application is now available on the BID website and KCC's Inside Track.

Finance

- Paul Turner has joined the BID Board as Chair of the Finance Sub-committee and has met with the team three times recently to review the Year 4 Accounts and the Finance Policies which will be circulated before the next Board meeting.
- Draft Year 4 Accounts were circulated ahead of the Board meeting and reviewed in the Board meeting. Feedback is required by Monday 18 February so any amends can be made before the Accounts are finalised by Burgess Hodgson and tabled for approval at the Full Board meeting on 6 March.
- Cash flow is strong as at the end of December with 76% of the levy received.
- The sub-committee plans to introduce contract performance monitoring and benchmarking to ensure we are receiving best value for money.
- Voluntary contributions—we plan to develop a 'membership plan' for voluntary contributors

6. Governance

- Amends to Articles agreed and signed by the Board:
 1. **Frequency of Full Board Meetings:** There will now be a maximum of 6 Full Board meetings per year with sub-committees scheduled in between so the Board meetings remain strategic and the operational work is done at sub-committee.
 2. **Delegated authority:** The Finance committee has delegated authority to approve financial commitments included as part of the approved annual budget. Anything in excess of £1000 that is not included as part of the approved annual budget will be raised with the Full Board Meeting.

PTO

6. Governance (cont.)

3. Board Observers: The existing Articles didn't specify that Observers could attend Board meetings. Category D members (Observers) can now "attend and speak at general meeting" and, "at the discretion of the Board, also for a representative to attend and speak at Directors' meetings." Neither of these give any entitlement to voting at any meeting.

4. Number of Board Directors: The Articles currently state that the Board must be no fewer than 11, and no more than 17, Directors. Whilst not an issue currently, the maximum number of Category A Directors is now removed to avoid this being a block in the future and to ensure the Board can be representative of levy payers.

5. AGM date: Existing Articles specify that the AGM has to take place in March which doesn't necessarily allow enough time for the preparation of the annual accounts. The specific date for an AGM is now removed so that the wording reads "the Company shall hold an AGM ... each year, in addition to any other general meeting that year, and shall specify the meeting as an AGM in the notice calling it".

- Next steps are to review Board membership for voluntary contributors and Board elections, and to consider a designated place for Higher Education.

7. AOB

- BID is hosting a series of free Training Events in January and February to help businesses prepare for the year ahead: Business Rates (22 Jan), Digital Content Strategy (30 Jan), Search Engine Optimisation (12 Feb) and Social Media Employment Law (20 Feb).
- Jan Pahl—
 1. Could the BID get involved in a litter pick around the World Heritage Site as part of "Keep Britain Tidy"? Canterbury's litter pick events are listed on the BID website and are promoted in MyC and BID newsletters.
 2. Canterbury Society is launching its new Vision for the city on 12th March at 7:30pm at St Peter's Methodist Church Hall. All are welcome.
- Michael Jacobs—Can we promote events and activities that spread footfall to the middle of the high street?
- Sue Langdown—pleased to be on the BID Board representing ACRA, but also helping to communicate the work of the BID to resident's groups. Sue will also join the Purple Flag Steering Group.
- Marco Keir—CCCU's new creative digital arts building will be open soon. We could hold BID networking there in the spring/early summer
- Paula Gillespie—The Philharmonia's "Virtual Orchestra" is coming to Canterbury late March through Easter, based at the Sydney Cooper and possibly another venue. This will be great for Canterbury.

8. Decisions

1. BID 2 proposal approved
2. Amends to Articles approved and signed
3. Agreed to delegated authority for the Marketing and Events Sub-committee to allocate event sponsorship on the approved budget

9. Actions

1. Submit Article amends to Companies House—LM
2. Submit BID 2 Proposal to CCC—LC
3. BID Team and Board to attend Regeneration and Property Committee on 24 Jan—all
4. Amend Terms of Reference for the Marketing and Events Sub-committee—RP
5. Email "Board Roles" document to the Full Board—LC
6. Organise a Christmas debrief meeting with CCC—LC
7. Develop BID 2 engagement plan—RP/BID 2 Sub-committee
8. Develop BID 2 Proposal into a Business Plan by May—RP/BID 2 Sub-committee
9. Develop a membership plan for voluntary contributors—LC
10. Prepare final draft of Year 4 Accounts—LM
11. Prepare and circulate Finance Policy before the next Full Board meeting—LM with Finance sub-committee
12. Minutes of all sub-committee meetings to be circulated to the Board ahead of the next Full Board meeting—LC

Next Full Board Meetings:

15 May 2019: 9.30-12 noon

17 July 2019: 9.30-12 noon

18 Sept 2019: 9:30-12 noon

22 May 2019—5-7pm—Annual Conference / AGM

Signed



Clive Relf, BID Board Chair

Date

