



Ulverston BID Meeting 21st April 2021 ~ Via Video Conference

Attending:

Board

Jan Hancock	Town House
Gavin Knott	Appleseeds
Janet Heffernan	SJB School
Richard Butler	Victoria High
Jacqui McCloy	Tritech
Michelle Scrogham	Pure
Dennis Round	Siemens
Janette Jenknison	SLDC
Anita Garnett	Ulverston Brewing Co.
Trevor Ronson	Tritech
Charlotte Hagen	Lakeland Inns
Beth Kennedy	UCE
Tony Martinez	Cumbria Teaching Agency
Sarah Mammett	The Northern Line
Justin Wales	Project Manager

Apologies:-

Wendy Barry	Avanti Capitola
Suzanne Edgley	The Best Of
Judith Pickthall	Town Council

Items for discussion:-

Item	Meeting Note	Action
1	<p>Previous minutes approval</p> <p>The minutes of 17th Feb 2021 were approved.</p>	
2	<p>Matter Arising</p> <p>Wendy has now resigned from the Board. The Board thanked Wendy for her input to the BID. A possible replacement of Rebecca Athersmith from the Farmers representing the hospitality sector may step forward. The usual application submission will be required. Jan to request.</p>	Jan Hancock

	<p>Justin attended the Local BID manager's forum with discussion centring mainly on forthcoming events and gearing up for events.</p> <p>An update from Steph Sexton received with the progression of Market Admin support training started & proving very useful (approved by BID last period)</p> <p>Pat Mclver from Lakes BioScience Ltd would welcome the opportunity to talk to BID Board. Jan to set up</p>	Jan Hancock
3	<p>Financial Report</p> <p>Final update from Jacqui. The accounts spread sheet has been reformatted to show close out at end of last year's accounts and all activity completed filed for reference. Future activity now only shown with budget, commitments and spends to date identified.</p> <p>Income expected from Levy this full year period plus overdue now being collected ~ £126k (Likely 10% will be unpaid)</p> <p>List of levy payers not paid has been received and these can now be chased when required. Some amounts are unrecoverable from day one and some legacy clean-up is required before chase down.</p> <p>Cash balance in account stands at @ £87k with £41k committed from last period carried forward.</p> <p>Big thanks to Jacqui for the commitment over the last 5 + years.</p>	
4	<p>Ratification of expenditure</p> <p>Agreement formally sort for the spends on new "Shop Ulverston" banners and signs. SLDC have funded the main part of this initiative. Overall agreed.</p> <p>EDR fund previously outstanding has now been received for the last exercise for "shop local".</p>	
5	<p>Choose</p> <p>Update from Sophie noted with Reopening and refresh effort almost complete.</p>	
6	<p>Correspondance.</p> <p>Sam from the 4 pence café commented on levy demands which keep coming, particularly during a lockdown. Unreasonable. Jan has written with a comprehensive response coving all the issues the BID has tried to address to help long term(eg web site, Car park initiative, Wi Fi) to explain.</p> <p>Friends of Furness ¼ meeting held. We have included the station in the Ulverston in Bloom coverage this coming year.</p> <p>Invited to join the Cumbria Association of Local Councils – CALC. Fee of £30 requested. No idea what the fee was for but Justin will attend to enquire and participate. 29th April</p>	Justin

7	<p>Election of Chair</p> <p>Three nominees. Sarah, Tony & Michelle. Sarah has declined. Both Tony & Michelle gave the Board a short summary for why suitable for Chair.</p> <p>Secret ballot held electronically.</p> <p>Michelle duly elected new Chair of Ulverston BID.</p> <p>Big thanks to Jan Hancock from the Board for helping to keep the BID on the right path for the last 5 years. Town Council also showed appreciation.</p>	
8	<p>Accountants.</p> <p>Jacqui has offered to continue for a short period on a monthly fee basis until we find a suitable replacement. The Board agree we would prefer a volunteer or if needed to get a quote for the book keeping processes and link to Hornby as required. We were keen not to set a precedent for a fee for a Board member. The post does not need to be a permanent trustee on the BID Board. Justin was to put out the request on our data base & Michelle to follow up. Some additional advertising may be necessary.</p>	Justin & Michelle
9	<p>Delegates for Outside Bodies</p> <p>As a point of clarity the following have volunteered for the contacts to local bodies.</p> <p>GSK task Force - Gavin</p> <p>Borderlands - Justin & Michelle</p> <p>CCC Strategic Planning Partnership – Justin, Jan Hancock & Michelle</p> <p>UCP - Jan Hancock & Justin where required</p> <p>Friends of Furness Line -- Michelle</p> <p>Cumbria Better Connected - Michelle</p> <p>Ulverston in Bloom - Justin to Liaise</p> <p>Ulverston Healthy Town - Jan Heffernan</p> <p>Ulverston & District Education Consortium (UDEC) - Jan Heffernan & Richard</p> <p>BIDS Reginal Board -- Justin</p>	
10	<p>Project Progress Report</p> <p>Justin presented his overall summary of his work done so far and a discussion followed on the re-appointment and conditions.</p> <p>The Board agreed the BID needs a PM to carry out the projects as identified. A re-tender for the Justin position was considered but rejected. Some review of outcomes from a future PM role need to be addressed and these to include some performance measurement, cost effectiveness assessments, more</p>	

	<p>follow up with Levy payers, a wider discussion on the delivery of the Business Plan and an bigger match funding emphasis to be targeted.</p> <p>A draft contract is to be circulated by Jan. The contract is essentially an extension of the existing with Justin as self-employed, a rate/hr enhancement, a commitment for an agreed period and working week, expenses at cost. Feedback to Michelle required on contract draft.</p> <p>The Board agreed to continue the appointment of Justin with the contract to be formalized by the Board.</p>	ALL
11	<p>AOB</p> <p>Dennis noted the re-vote through up a lot of descent with outer areas of the town non supportive. We need to address this & perhaps Choose could be used as a vehicle for engagement. We are doing a whole raft of data collection but we need to see some evidence of how this can be utilized for the benefit of the town and future projects. The end result should note Ulverston as the destination town for new comers, visitors and new businesses and investment.</p>	
12	<p>Next meeting 19th May 2021 @ 6.00pm.</p>	