

Llanelli board meeting minutes

Thursday, 19th January, 8am
10 John Street, Llanelli

Minutes

Present

Andrew Stephens	AS	St Elli Centre
Paul Oram	PO	Llanelli Chamber of Commerce
Adrian Davies	AD	Davies Craddock

Mandy Jenkins	MJ	BID Manager
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Mel Edwards	ME	Llanelli Town Council (observer)
Gary Jones	GJ	Llanelli Town Council (observer)

Apologies

Emlyn Dole	ED	Carmarthenshire County Council
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Item	Detail	Action
1.0	<p>Welcome and introductions</p> <p>1.1 AS opened the meeting and welcomed attendees, especially AD who was attending his first meeting.</p> <p>1.2 Apologies were given as above.</p>	
2.0	<p>Minutes of the last meeting and matters arising</p> <p>2.1 Board members</p> <p>MJ said she had approached some of the businesses identified at the last board meeting as potential directors but only AD had agreed.</p> <p>2.2 Voluntary contributors</p> <p>David Darkin had become the BID's first voluntary contributor and the board confirmed they were happy for MJ to send out a press release about this.</p> <p>2.3 Formal parking / signage request</p> <p>MJ had sent a formal request to the Council on behalf of the BID and the Chamber as follows:</p> <ul style="list-style-type: none"> · Four of the disabled bays on market street to be turned into short stay 45-minute shop and drop spaces · The loading bay area by the Job Centre to be converted into as many short stay 45 minute shop and drop spaces as possible · The eight short stay bays on John Street to be changed from 1 hour to 45 minutes to avoid confusion 	<p>MJ: To send out press release about David Darkin becoming the BID's first voluntary contributor</p>

	<p>To help businesses and visitors understand these changes, we would also like to request a colour-coded system where:</p> <ul style="list-style-type: none"> · All disabled bays are painted blue · All short stay spaces are painted green · No parking areas (such as Cowell Street) are painted red · Taxi bays are painted yellow <p>MJ had also requested that the word 'Free' be added to the signage for Coleshill parking on Saturday and Sunday.</p> <p>CCC had confirmed that that the colour coded system could not be implemented due to Traffic Sign Regulations.</p> <p>The other proposals were due to be discussed in an upcoming Town Council committee meeting.</p> <p>2.4 Robert Pugh antiques MJ had contacted Robert about the idea of an antiques market in Llanelli and his advice had been that he did not think it would be viable for a number of reasons including access and clientele.</p>	
<p>3.0</p>	<p>Company update</p> <p>3.1 Financial update MJ gave the group a financial update and total cost for the reindeer parade which had taken place in December (CCC has contributed £5 of Welsh Government funding).</p> <p>3.2 Urban apprentice CCC had offered to hire out one of their marketing staff members to the BID for £120 a day for two days a week.</p> <p>The means had a new staff member / urban pioneer in Pontypridd and offered them to the BID for £97 a day for town days a week.</p> <p>The group decided not to go with either of these options and asked MJ to investigate if taking on someone through Jobs Growth Wales would be a possibility.</p>	<p>MJ: To investigate options with Jobs Growth Wales</p>
<p>4.0</p>	<p>Themes</p> <p>4.1 Access and Parking Please see 2.3 above.</p> <p>4.2 Marketing</p> <p>4.2.1 Events AS told the group that the feedback he had received on the reindeer parade has been good whilst GJ said that some of the Town Council members had thought that the parade was not that well organised. The group discussed the lack of manpower</p>	<p>MJ: To organise a marketing theme group</p>

	<p>on the day of the parade and ME suggested using volunteers from the Community Partnership.</p> <p>MJ said that Owain Glenister had some ideas for events around Welsh Language Music Day and planned to try again for a marketing theme group meeting in the next couple of weeks.</p> <p>The group decided to organise an event for February half term similar to Wild West Wednesday which had taken place in October.</p> <p>Other ideas discussed included a model makers' convention and an antiques market at the Selwyn Samuel Centre, with the idea of making Llanelli a whole day experience.</p> <p>MJ to put together a list of events for the year.</p> <p>MJ said that one of the businesses on Thomas Street had been in touch to find out what the BID could do for their area and had suggested some sort of greening project. MJ to meet with businesses the following week to discuss.</p> <p>4.3 Enhancing experience MJ updated the group on the enhancing experience theme group meeting which had taken place just before Christmas, where morale had been rather low with only two attendees.</p> <p>MJ had met with Storenet who planned to upgrade the software in the stores in town that used their radios. They had asked if the BID wanted to contribute to the cost for businesses.</p> <p>The group decided that due to the relatively low number of businesses using the radios, this would not be a sensible option at the moment and decided to try and meet the Police Commissioner first. AS to get in touch and organize a meeting.</p> <p>4.3 Developing strategy No progress on this theme.</p>	<p>MJ: to organise an event for February half term</p> <p>MJ: To put together a list of events for the year</p> <p>AS: To organise a meeting with the Police Commissioner</p>
5.0	<p>Updates from outside bodies including the Chamber of Trade / Task Force</p> <p>AS said that a Chamber of Trade meeting was due to take place that evening and a sub task force working group meeting has taken place on 13th January.</p>	
6.0	<p>John Trowbridge MJ told the group that John had been in touch about a container project. He planned to purchase nine shipping containers and kit them out as market stalls / popup shops in the centre of town. He would finance this himself but had asked the BID if they wanted to make a contribution in order for the project to be progressed more quickly.</p> <p>The group decided not to make a contribution to the project due to the large number of empty shops in town and didn't feel it would be right to use levy payers' money to help other businesses.</p>	

7.0	<p>BIDs networking meeting</p> <p>There had been a BIDs meeting due to take place in Bangor on 30th January but this had been cancelled.</p>	
8.0	<p>Emerge Charge outdoor signage</p> <p>Shaun Jones of Emerge Charge entered the meeting and presented his outdoor advertising / external signage idea to the group.</p> <p>The group decided to commission the sign to go into Stepney Square.</p> <p>MJ to send GJ the installation costs for the Town Council to consider.</p> <p>MJ to approach CCC about planning permission.</p>	<p>MJ: Send installation costs to GJ and approach CCC about planning permission</p>
9.0	<p>AOB</p> <p>None.</p>	
10.0	<p>DONM</p> <p>Thursday, 2nd March (8am)</p>	