

Llanelli board meeting minutes

Wednesday, 24th May, 8am
10 John Street, Llanelli

Minutes

Present

Andrew Stephens	AS	St Elli Centre (AS)
Paul Oram	PO	Llanelli Chamber of Commerce
Owain Glenister	OG	Y Lle
Lesley Richards	LR	Nationwide
Adrian Davies	AD	Davies Craddock
Gary Jones	GJ	Llanelli Town Council (observer)
Mandy Jenkins	MJ	BID Manager

Apologies

Emlyn Dole	ED	Carmarthenshire County Council
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Item	Detail	Action
1.0	Welcome and introductions 1.1 AS opened the meeting and welcomed attendees. 1.2 Apologies were given as above.	
2.0	Minutes of the last meeting and matters arising 2.1 Incredible edibles Ongoing.	
3.0	Company update 3.1 Financial update MJ gave the group a financial update which included the new budget for 2017-18 and all carried over amounts from the previous year. The group talked about moving some of the carried over budget between themes but came to no decision on this. The group discussed how to demonstrate value for money for businesses from the BID. MJ to identify a core group of businesses and speak to them after every event to find out if it had any effect on trade. 3.2 Directors Tony Edwards was co-opted onto the board. AS to ask Roger Bowen if he would like to join. 3.3 AGM	MJ: To identify a core group of businesses for evaluation of events AS: To ask Roger Bowen if

	<p>The group decided on Wednesday, 20th September as the date for the AGM with the Thomas Arms as a potential venue.</p> <p>3.4 Levy bills MJ had spoken to John Gravelle at CCC and the bills would be going on by the end of May. The group discussed producing an annual update to go with them but MJ said that she would produce this separately and hand deliver.</p>	<p>he would like to join the board</p>
<p>.0</p>	<p>Themes</p> <p>4.1 Access and Parking</p> <p>4.1.1 Coleshill signage CCC engineers had confirmed that the wall would be ok to hold the sign following the removal of the buddleah but had asked for their logo to be added to the sign. The designers had produced a new version which had been approved by CCC provided the Welsh was corrected.</p> <p>4.1.2 Changes to short stay parking proposals MJ had spoken to John McEvoy and he was in the process of taking the proposals to the disability lobby before being sent out to formal consultation. CCC estimated that the changes would cost in the region of £4k, how these were to be funded was still to be confirmed. CCC had agreed before the BID ballot to fund some of the proposed parking changes but this was never confirmed. MJ to contact Simon Richards to find out what was agreed.</p> <p>4.2 Marketing</p> <p>4.2.1 Digital signage The signage would be installed on 1st June. The Star would be doing an article and MJ had suggested that the BID, Chamber and Town Council be involved in any photo opportunity.</p> <p>4.2.2 Events A few events confirmed and penciled into the diary for the next few months:</p> <ul style="list-style-type: none"> • Family World in Spring Gardens over May half term • The Great Get Together on 17th-18th June • Music Festival on 22nd July • Multicultural event organised by the Tenants' Network in Selwyn Samuel on 29th July • LGBT day organised by CETMA on 4th August • Event in August to coincide with yarn bombing • Potential football tournament in October half term <p>OG told the group about the plans for the Sir Gar Gwyl music festival on 22nd July.</p> <p>Town Centre website – the group discussed the quote from Steve Chilvers and decided that it was too expensive and asked MJ to source some other quotes.</p> <p>4.3 Enhancing experience Planters on Thomas Street / Gelli Onn</p>	<p>MJ: To contact Simon Richards about parking proposals</p> <p>MJ: To source quotes from other website companies</p>

	<p>MJ told the group that CCC had said it was not possible to have planters on the railings on Thomas Street / Gelli Onn for health and safety reasons and narrow footpaths.</p> <p>Yarn bombing MJ had met with a local group of knitters (Crafty Seniors) who were interested in doing some yarn bombing in Llanelli beginning the 24th August for a week. The knitted items would be stored in the BID office and this could be built on every year. The group agreed to allocate £500 to the group to pay for wool and some of the board would make themselves available to help decorate the town in August. An event would be organised to coincide with this.</p> <p>Case studies OG said that he had recently started using case studies as a way of publicising and evaluating the impact of events. He would pass on the template to MJ.</p> <p>4.4 Developing strategy 4.4.1 Social media workshops MJ had met with Barry Hale from CCC who has successfully ran some of these in the past and had suggested that it might be a good idea for the BID to run similar workshops for businesses. The board agreed to try this.</p> <p>4.4.2 Business Wales Drop-in sessions Again something that was suggested by Barry Hale – to have drop in sessions at the BID office for levy payers seeking advice. The board agreed to try this.</p>	<p>OG: To send his case study template on to MJ</p>
<p>5.0</p>	<p>Updates from outside bodies including the Chamber of Trade / Task Force No Task Force meetings had taken place since the last board meeting.</p> <p>Chamber holding a hustings evening on 1st June.</p>	
<p>6.0</p>	<p>AOB Database of BID contacts – there had been a request from one of the board members to have a copy of this. The group agreed that because of potential DPA issues, the BID manager would be the only one to hold a copy of the list. If any board members did want a copy, the whole board would have to be told the reason before agreeing.</p>	
<p>10.0</p>	<p>DONM Wednesday, 5th July (8am)</p>	